# Human Resource Management - Payroll Management

Welcome to the Enterprise Applications Due Diligence Survey! Your thoughtful response to this survey will help the Commonwealth to gather information to evaluate potential opportunities to re-engineer and re-solution common processes in the Commonwealth.  Your input and information is vital for this project's success.  Your response is due in five business days. To produce the most successful response, please read these instructions thoroughly.

Please answer the survey questions as fully as possible using existing policies, procedures, systems, data and professional experience. If you cannot answer a question using these resources, you are not expected to go to unusual lengths or use untested methods to gather information. Simply indicate, where possible, that the information is not available.

If your response does not fit into the space available or you have other information that you would like to provide, please contact Bob Haugh, Deputy Project Manager, (William.haugh@vita.virginia.gov, 804/344-8790) for assistance.

If you cannot complete the survey in one sitting, you can save the work you have already entered. Pressing the "Next" button at the bottom of each page both moves you to the next page and auto-saves each page as you complete it. Note that the survey page you are working on will not be saved until you click "Next," so you must click "Next" when you have finished the page if you have to stop and return later. When you re-enter the survey through your e-mail link, you will be returned to where you left off.

If data is not readily available or if you have to do some research to fully complete the survey, you can skip questions and come back to them. Please complete the survey to the best of your ability and press the "Submit" button to store your survey in the survey database. You can come back to your survey through your e-mail link and change your answers if the data becomes available. You are free to edit your submitted survey until we close the survey site.  Please remember that every time you edit your survey after the first submission, you must press the "Submit" button again to record your changes.  (Clicking the "Next" button will not auto-save pages when you are editing a previously submitted survey. Simply press "Submit" again.)

Thank you.  We greatly appreciate your participation!

This document contains respondents between 1 and 35 inclusive.

**Payroll Management involves the administration and determination of state employee compensation.  Note: See Payments Function within the Financial Management line of business for the actual payment of salary and expenses.**

**1. Are all employees in your Agency paid on the same pay calendar or pay frequency?**

◉ Yes

○ No

**2. If yes, please state the standard pay calendar or frequency.**

1st and 16th of each month

**3. Please indicate the certifying agent for your Agency's payroll.**

☐ Agency Head

☐ Fiscal Officer

☑ Payroll Manager

Other

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**4. For your Agency, check those activities included in your certification process.**

☑ Review of input documents

☐ Review of actions by entry operator

☑ Comparison to prior period Amts

☐ Comparison to budgeted Amts

☐ Usage of CIPPS/FINDS downloads

☐ Usage of PAT (Payroll Auditing Tool)

Other

...............................................................................................................................

## 5. Does your Agency process payroll at multiple work locations?

○     Yes

◉     No

## 6. If yes, where is time collection processed?  For each column, check all that apply.

|  | Local | Regional/District | Central |
|---|:---:|:---:|:---:|
| Time Collection | ☐ | ☐ | ☐ |
| Time Entry | ☐ | ☐ | ☐ |
| Labor Distribution | ☐ | ☐ | ☐ |

## 7. Does your Agency process payroll for other state agencies?

◉     Yes

○     No

## 8. If yes, please list the agencies and associated service fees.

|  | Agency Name | Service Fee |
|---|---|---|
| 1. | Dept. for Blind and Vision Impaired | |
| 2. | Dept. for the Deaf and Hard of Hearing | |
| 3. | Virginia Board for Persons with Disabilities | |
| 4. | Rehabilitation Center for the Blind | |
| 5. | Woodrow Wilson Rehabilitation Center | |

## 9. Excluding CIPPS, does your Agency utilize any applications or systems to process payroll?

◉     Yes

○     No

**10. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process.**
**If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

|  | Application/System Name | Module (if applicable) | Version | Maintenance fees |
|---|---|---|---|---|
| 1. | Excel |  | 2003 | $ 0 |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

Matrix: part 2 of 2

|  | Employee Training costs | Contractor Support costs | Staffing costs | Why was the system selected? |
|---|---|---|---|---|
| 1. | $ 0 | $ 0 | $ 0 | Widely used |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

**11. If you would like us to contact you for more information, please check follow up.**

☐ Follow Up

**12. For the process of automated or manual Payroll Management in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band.  If contractor resources are currently used in this process, please also provide their total FTE.**

**If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.**

|  | FTE Count (include tenths) |
|---|---|
| Band - 1 |  |
| Band - 2 |  |
| Band - 3 | .6 |
| Band - 4 | 2.0 |
| Band - 5 | .2 |
| Band - 6 |  |
| Band - 7 |  |
| Band - 8 |  |
| Band - 9 |  |
| Contracted Labor |  |

**13. Do any of your automated payroll processes interface with other systems or applications? (For example, does your time collection system interface with your labor distribution system?  Or, do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

○  Yes

◉  No

**14. If yes, please identify the specific automated processes, whether or not double data entry is required, and with what frequency the interface is run (for example, weekly, bimonthly, monthly, etc.)**

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**15. Do any of your manual payroll processes share data with other systems or applications?  (for example, does your time collection system interface with your labor distribution system?  Do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

○ Yes

◉ No

**16. If yes, please identify the specific manual processes, whether or not double data entry is required, and with what frequency this manual process is conducted. (for example, weekly, bimonthly, monthly, etc.)**

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**17. Excluding CIPPS, please list any reports that are generated from your system. Please include any data reported, the recipient type, and the frequency of generation.**

|  | Data Reported | Recipient | Frequency |
|---|---|---|---|
| 1. | P/R Expenditure Report by Program | Fiscal | Every Pay Period |
| 2. | P/R Project/Program Exp. Report | Fiscal | Every Pay Period |
| 3. | DDS Daily Phase Report | DDS Mgmt. | Daily |
| 4. | P/R Fund Summary Report | Budget | Every Pay Period |
| 5. |  |  |  |

**18. Do you know of specific payroll reporting tools which you are currently not using that would make your life easier?**

◉ Yes

○ No

**19. If yes, please list the tools.**

1.

PAT

2.

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3.

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4.

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5.

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**20. Please list up to five strengths of your current business processes for payroll.**

1.

Accuracy of data submitted by Human Resources

2.

Overtime reporting

3.

Accuracy and timely submission of time sheets

4.

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5.

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**21. Please list up to five opportunities for improvement in your current business processes for payroll.**

1.

Automation of time sheets

2.

Simplification of new hire data entry requirements

3.

Make more user friendly

4.

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5.

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**22. Please identify up to five attributes, features, and/or characteristics you wish for in an ideal payroll process.**

1.

Less data entry/front end time

2.

Simplification of the process

3.

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4.

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5.

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**23. From your perspective, please list the top five components of the current systems that work especially well.**

1.

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2.

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3.

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4.

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5.

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**24. From your perspective, please identify the components that have significant limitations or require significant manual effort.**

Manual time sheets

**25. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process?  If so, please provide the relevant citation.**

No

**26. If you have any other concerns or comments about this functional area, please include them here.**

**Payroll Management involves the administration and determination of state employee compensation.  Note: See Payments Function within the Financial Management line of business for the actual payment of salary and expenses.**

**1. Are all employees in your Agency paid on the same pay calendar or pay frequency?**

○  Yes

◉  No

**2. If yes, please state the standard pay calendar or frequency.**

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**3. Please indicate the certifying agent for your Agency's payroll.**

☐  Agency Head

☑  Fiscal Officer

☐  Payroll Manager

Other

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**4. For your Agency, check those activities included in your certification process.**

☑  Review of input documents

☑  Review of actions by entry operator

☑  Comparison to prior period Amts

☐  Comparison to budgeted Amts

☐  Usage of CIPPS/FINDS downloads

☐  Usage of PAT (Payroll Auditing Tool)

Other

Usage of ReportLine

## 5. Does your Agency process payroll at multiple work locations?

○ Yes

◉ No

## 6. If yes, where is time collection processed?  For each column, check all that apply.

|  | Local | Regional/District | Central |
|---|---|---|---|
| Time Collection | ☐ | ☐ | ☐ |
| Time Entry | ☐ | ☐ | ☐ |
| Labor Distribution | ☐ | ☐ | ☐ |

## 7. Does your Agency process payroll for other state agencies?

○ Yes

◉ No

## 8. If yes, please list the agencies and associated service fees.

|  | Agency Name | Service Fee |
|---|---|---|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |

## 9. Excluding CIPPS, does your Agency utilize any applications or systems to process payroll?

○ Yes

◉ No

**10. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process.**
**If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

|  | Application/System Name | Module (if applicable) | Version | Maintenance fees |
|---|---|---|---|---|
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

Matrix: part 2 of 2

|  | Employee Training costs | Contractor Support costs | Staffing costs | Why was the system selected? |
|---|---|---|---|---|
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

**11. If you would like us to contact you for more information, please check follow up.**

☐ Follow Up

**12. For the process of automated or manual Payroll Management in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.**

**If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.**

|  | FTE Count (include tenths) |
|---|---|
| Band - 1 | .0 |
| Band - 2 | .0 |
| Band - 3 | .5 |
| Band - 4 | .9 |
| Band - 5 | .0 |
| Band - 6 | .1 |
| Band - 7 | .0 |
| Band - 8 | .0 |
| Band - 9 | .0 |
| Contracted Labor | .0 |

**13. Do any of your automated payroll processes interface with other systems or applications? (For example, does your time collection system interface with your labor distribution system? Or, do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

| ◉ | Yes |
|---|---|
| ○ | No |

**14. If yes, please identify the specific automated processes, whether or not double data entry is required, and with what frequency the interface is run (for example, weekly, bimonthly, monthly, etc.)**

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. | After a payroll is complete the data is extracted from CIPPS and fed to FINSYS (Accounting System) | No | 0 |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**15. Do any of your manual payroll processes share data with other systems or applications? (for example, does your time collection system interface with your labor distribution system? Do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

○ Yes

◉ No

**16. If yes, please identify the specific manual processes, whether or not double data entry is required, and with what frequency this manual process is conducted. (for example, weekly, bimonthly, monthly, etc.)**

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**17. Excluding CIPPS, please list any reports that are generated from your system.  Please include any data reported, the recipient type, and the frequency of generation.**

|  | Data Reported | Recipient | Frequency |
|---|---|---|---|
| 1. | Personnel budget and expenditure reports are created in FINSYS from payroll data fed to it from CIPPS. | Budget Manager, Program Managers, Management Team | Monthly |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

**18. Do you know of specific payroll reporting tools which you are currently not using that would make your life easier?**

○ Yes

◉ No

**19. If yes, please list the tools.**

1.

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2.

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3.

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4.

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5.

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**20. Please list up to five strengths of your current business processes for payroll.**

1.

It gets the job done.

2.

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3.

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4.

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5.

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**21. Please list up to five opportunities for improvement in your current business processes for payroll.**

1.

Replace CIPPS and PMIS with a fully integrated Payroll / Personnel system.

2.

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3.

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4.

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5.

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**22. Please identify up to five attributes, features, and/or characteristics you wish for in an ideal payroll process.**

1.

Automated timesheets with significant edit checks that feed the payroll system using workflows and electronic signatures.

2.

Increased and enhanced data edit checks.

3.

User friendly system that does not require the user to remember arcane mainframe commands, codes, and keystrokes.

4.

Controlled user updating of applicable fields.

5.

Payroll interacts with personnel modules and reverse.  The same interaction with the accounting system.

**23. From your perspective, please list the top five components of the current systems that work especially well.**

1.

Accurate

2.

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3.

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4.

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5.

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**24. From your perspective, please identify the components that have significant limitations or require significant manual effort.**

Data entry is extremely labor intensive and it does not have to be so.

**25. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.**

CAPP Manual CIPPS Topics

**26. If you have any other concerns or comments about this functional area, please include them here.**

A new Intergrated Personnel and Payroll System would be most welcome.

**Payroll Management involves the administration and determination of state employee compensation.  Note: See Payments Function within the Financial Management line of business for the actual payment of salary and expenses.**

**1. Are all employees in your Agency paid on the same pay calendar or pay frequency?**

◉ Yes

○ No

**2. If yes, please state the standard pay calendar or frequency.**

1st and 16th of month

**3. Please indicate the certifying agent for your Agency's payroll.**

☐ Agency Head

☑ Fiscal Officer

☑ Payroll Manager

Other

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**4. For your Agency, check those activities included in your certification process.**

☑ Review of input documents

☑ Review of actions by entry operator

☑ Comparison to prior period Amts

☑ Comparison to budgeted Amts

☑ Usage of CIPPS/FINDS downloads

☐ Usage of PAT (Payroll Auditing Tool)

Other

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## 5. Does your Agency process payroll at multiple work locations?

○ Yes

◉ No

## 6. If yes, where is time collection processed?  For each column, check all that apply.

|  | Local | Regional/District | Central |
|---|---|---|---|
| Time Collection | ☐ | ☐ | ☐ |
| Time Entry | ☐ | ☐ | ☐ |
| Labor Distribution | ☐ | ☐ | ☐ |

## 7. Does your Agency process payroll for other state agencies?

○ Yes

◉ No

## 8. If yes, please list the agencies and associated service fees.

|  | Agency Name | Service Fee |
|---|---|---|
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |

## 9. Excluding CIPPS, does your Agency utilize any applications or systems to process payroll?

○ Yes

◉ No

**10. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process.**
**If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

|  | Application/System Name | Module (if applicable) | Version | Maintenance fees |
|---|---|---|---|---|
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

Matrix: part 2 of 2

|  | Employee Training costs | Contractor Support costs | Staffing costs | Why was the system selected? |
|---|---|---|---|---|
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

**11. If you would like us to contact you for more information, please check follow up.**

☐　Follow Up

**12. For the process of automated or manual Payroll Management in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band.  If contractor resources are currently used in this process, please also provide their total FTE.**

**If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.**

|  | FTE Count (include tenths) |
|---|---|
| Band - 1 |  |
| Band - 2 |  |
| Band - 3 | .5 |
| Band - 4 | .5 |
| Band - 5 |  |
| Band - 6 |  |
| Band - 7 |  |
| Band - 8 |  |
| Band - 9 |  |
| Contracted Labor |  |

**13. Do any of your automated payroll processes interface with other systems or applications? (For example, does your time collection system interface with your labor distribution system?  Or, do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

| ◉ | Yes |
|---|---|
| ○ | No |

**14. If yes, please identify the specific automated processes, whether or not double data entry is required, and with what frequency the interface is run (for example, weekly, bimonthly, monthly, etc.)**

|  | | Process | Requires Double Entry | Frequency |
|---|---|---|---|---|
| | 1. | Download Interface with FMS | | 0 |
| | 2. | | | |
| | 3. | | | |
| | 4. | | | |
| | 5. | | | |

**15. Do any of your manual payroll processes share data with other systems or applications? (for example, does your time collection system interface with your labor distribution system? Do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

| ○ | Yes |
|---|---|
| ◉ | No |

**16. If yes, please identify the specific manual processes, whether or not double data entry is required, and with what frequency this manual process is conducted. (for example, weekly, bimonthly, monthly, etc.)**

|  | | Process | Requires Double Entry | Frequency |
|---|---|---|---|---|
| | 1. | | | |
| | 2. | | | |
| | 3. | | | |
| | 4. | | | |
| | 5. | | | |

**17. Excluding CIPPS, please list any reports that are generated from your system. Please include any data reported, the recipient type, and the frequency of generation.**

|  | Data Reported | Recipient | Frequency |
|---|---|---|---|
| 1. | Monthly Expenditure Report | Fiscal Office | twice per month |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**18. Do you know of specific payroll reporting tools which you are currently not using that would make your life easier?**

○  Yes

◉  No

**19. If yes, please list the tools.**

1.
..........................................................................................................................

2.
..........................................................................................................................

3.
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4.
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5.
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## 20. Please list up to five strengths of your current business processes for payroll.

1.

Fast

2.

Accurate

3.

Customer Friendly

4.

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5.

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## 21. Please list up to five opportunities for improvement in your current business processes for payroll.

1.

N/A

2.

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3.

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4.

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5.

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**22. Please identify up to five attributes, features, and/or characteristics you wish for in an ideal payroll process.**

1.

N/A

2.

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3.

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4.

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5.

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**23. From your perspective, please list the top five components of the current systems that work especially well.**

1.

Accurate

2.

Quick Response Time on inputs

3.

Very detailed

4.

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5.

......................................................................................................................................

**24. From your perspective, please identify the components that have significant limitations or require significant manual effort.**

Introduction of VSDP has complicated the payroll process particularly in meeting deadlines.

**25. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process?  If so, please provide the relevant citation.**

**26. If you have any other concerns or comments about this functional area, please include them here.**

**Payroll Management involves the administration and determination of state employee compensation.  Note: See Payments Function within the Financial Management line of business for the actual payment of salary and expenses.**

## 1. Are all employees in your Agency paid on the same pay calendar or pay frequency?

◉ Yes

○ No

## 2. If yes, please state the standard pay calendar or frequency.

24 pays (semi-monthly pay)

## 3. Please indicate the certifying agent for your Agency's payroll.

☐ Agency Head

☐ Fiscal Officer

☑ Payroll Manager

Other

....................................................................................................................

## 4. For your Agency, check those activities included in your certification process.

☑ Review of input documents

☑ Review of actions by entry operator

☑ Comparison to prior period Amts

☐ Comparison to budgeted Amts

☑ Usage of CIPPS/FINDS downloads

☑ Usage of PAT (Payroll Auditing Tool)

Other

....................................................................................................................

## 5. Does your Agency process payroll at multiple work locations?

○ Yes

◉ No

## 6. If yes, where is time collection processed?  For each column, check all that apply.

|  | Local | Regional/District | Central |
|---|---|---|---|
| Time Collection | ☐ | ☐ | ☐ |
| Time Entry | ☐ | ☐ | ☐ |
| Labor Distribution | ☐ | ☐ | ☐ |

## 7. Does your Agency process payroll for other state agencies?

◉ Yes

○ No

## 8. If yes, please list the agencies and associated service fees.

|  | Agency Name | Service Fee |
|---|---|---|
| 1. | commonwealth center for children & adolescents | $ 0 |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |

## 9. Excluding CIPPS, does your Agency utilize any applications or systems to process payroll?

◉ Yes

○ No

**10. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process.**
**If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

|  | Application/System Name | Module (if applicable) | Version | Maintenance fees |
|---|---|---|---|---|
| 1. | kronos |  | 4.3.3 | $ 21,056 |
| 2. | access |  |  |  |
| 3. | excel |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

**10. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process.**
**If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 2 of 2

|  | Employee Training costs | Contractor Support costs | Staffing costs | Why was the system selected? |
|---|---|---|---|---|
| 1. |  |  |  | provide detailed timekeeping data in automated form for ot & shift payments and accruals. # of FTE's were reduced |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

**11. If you would like us to contact you for more information, please check follow up.**

☐    Follow Up

**12. For the process of automated or manual Payroll Management in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.**

**If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.**

|  | FTE Count (include tenths) |
|---|---|
| Band - 1 |  |
| Band - 2 |  |
| Band - 3 | 3.0 |
| Band - 4 | .5 |
| Band - 5 |  |
| Band - 6 |  |
| Band - 7 |  |
| Band - 8 |  |
| Band - 9 |  |
| Contracted Labor |  |

**13. Do any of your automated payroll processes interface with other systems or applications? (For example, does your time collection system interface with your labor distribution system? Or, do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

| ○ | Yes |
|---|---|
| ◉ | No |

**14. If yes, please identify the specific automated processes, whether or not double data entry is required, and with what frequency the interface is run (for example, weekly, bimonthly, monthly, etc.)**

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

**15. Do any of your manual payroll processes share data with other systems or applications?  (for example, does your time collection system interface with your labor distribution system?  Do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

| ○ | Yes |
|---|---|
| ◉ | No |

**16. If yes, please identify the specific manual processes, whether or not double data entry is required, and with what frequency this manual process is conducted. (for example, weekly, bimonthly, monthly, etc.)**

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

**17. Excluding CIPPS, please list any reports that are generated from your system. Please include any data reported, the recipient type, and the frequency of generation.**

|  | Data Reported | Recipient | Frequency |
|---|---|---|---|
| 1. | ot/st hours | payroll clerks | weekly |
| 2. | shift differential hours | payroll clerks | weekly |
| 3. | wage hours | payroll clerks | semi-monthly |
| 4. | kronos edit reports/exception reports | time management, h/r, payroll officer | weekly |
| 5. | financial reporting, by object, cc for ot & p-14 by nursing & support | cfo | semi monthly |

**18. Do you know of specific payroll reporting tools which you are currently not using that would make your life easier?**

○ Yes

◉ No

**19. If yes, please list the tools.**

1.
......................................................................................................................................

2.
......................................................................................................................................

3.
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4.
......................................................................................................................................

5.
......................................................................................................................................

**20. Please list up to five strengths of your current business processes for payroll.**

1.

centralized timekeeping

2.

cross-training

3.

knowledgeable personnel

4.

variance report from finds download (PAT)

5.

Access Database (calculating ot/st, shift, wage)

**21. Please list up to five opportunities for improvement in your current business processes for payroll.**

1.

better communication between unum provident & MCI

2.

prompt approval on VSDP

3.

improved error messages in CIPPS

4.

standardization of policy for exempt/non exempt

5.

.......................................................................................................................................

**22. Please identify up to five attributes, features, and/or characteristics you wish for in an ideal payroll process.**

1.

26 pays (every other Friday)

2.

Interface of timekeeping/payroll

3.

.......................................................................................................................................

4.

.......................................................................................................................................

5.

.......................................................................................................................................

**23. From your perspective, please list the top five components of the current systems that work especially well.**

1.

CIPPS edit reports

2.

KRONOS edit reports

3.

PAYLINE

4.

REPORTLINE

5.

FINDS DOWNLOAD

**24. From your perspective, please identify the components that have significant limitations or require significant manual effort.**

VSDP & WORKER'S COMP REQUIRE SIGNIFICANT MANUAL EFFORT DUE TO TIMING OF APPROVALS.  DELAY OF APPROVALS CREATE CORRECTIONS OF SIGNIFICANT TIME PERIODS.

**25. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process?  If so, please provide the relevant citation.**

NONE

**26. If you have any other concerns or comments about this functional area, please include them here.**

**Payroll Management involves the administration and determination of state employee compensation.  Note: See Payments Function within the Financial Management line of business for the actual payment of salary and expenses.**

**1. Are all employees in your Agency paid on the same pay calendar or pay frequency?**

○  Yes

◉  No

**2. If yes, please state the standard pay calendar or frequency.**

...............................................................................................................................

**3. Please indicate the certifying agent for your Agency's payroll.**

☐  Agency Head

☑  Fiscal Officer

☐  Payroll Manager

Other

Accounting Manager, as back up to Fiscal Officer

**4. For your Agency, check those activities included in your certification process.**

☑  Review of input documents

☑  Review of actions by entry operator

☑  Comparison to prior period Amts

☐  Comparison to budgeted Amts

☐  Usage of CIPPS/FINDS downloads

☐  Usage of PAT (Payroll Auditing Tool)

Other

...............................................................................................................................

## 5. Does your Agency process payroll at multiple work locations?

- ○ Yes
- ◉ No

## 6. If yes, where is time collection processed?  For each column, check all that apply.

|  | Local | Regional/District | Central |
|---|---|---|---|
| Time Collection | ☐ | ☐ | ☐ |
| Time Entry | ☐ | ☐ | ☐ |
| Labor Distribution | ☐ | ☐ | ☐ |

## 7. Does your Agency process payroll for other state agencies?

- ○ Yes
- ◉ No

## 8. If yes, please list the agencies and associated service fees.

|  | Agency Name | Service Fee |
|---|---|---|
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |

## 9. Excluding CIPPS, does your Agency utilize any applications or systems to process payroll?

- ○ Yes
- ◉ No

**10. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process.**
**If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

|  | Application/System Name | Module (if applicable) | Version | Maintenance fees |
|---|---|---|---|---|
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

**10. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process.**
**If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 2 of 2

|  | Employee Training costs | Contractor Support costs | Staffing costs | Why was the system selected? |
|---|---|---|---|---|
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

**11. If you would like us to contact you for more information, please check follow up.**

☐ Follow Up

**12. For the process of automated or manual Payroll Management in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.**

**If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.**

|  | FTE Count (include tenths) |
|---|---|
| Band - 1 |  |
| Band - 2 |  |
| Band - 3 |  |
| Band - 4 | .3 |
| Band - 5 |  |
| Band - 6 | .2 |
| Band - 7 |  |
| Band - 8 |  |
| Band - 9 |  |
| Contracted Labor |  |

**13. Do any of your automated payroll processes interface with other systems or applications? (For example, does your time collection system interface with your labor distribution system? Or, do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

○ Yes

◉ No

**14. If yes, please identify the specific automated processes, whether or not double data entry is required, and with what frequency the interface is run (for example, weekly, bimonthly, monthly, etc.)**

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**15. Do any of your manual payroll processes share data with other systems or applications?  (for example, does your time collection system interface with your labor distribution system?  Do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

○  Yes

◉  No

**16. If yes, please identify the specific manual processes, whether or not double data entry is required, and with what frequency this manual process is conducted. (for example, weekly, bimonthly, monthly, etc.)**

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**17. Excluding CIPPS, please list any reports that are generated from your system.  Please include any data reported, the recipient type, and the frequency of generation.**

|  | Data Reported | Recipient | Frequency |
|---|---|---|---|
| 1. | Expense distribution sheet | Fiscal Office, Accounting, HR Mgr. | each payroll processing |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

**18. Do you know of specific payroll reporting tools which you are currently not using that would make your life easier?**

○ Yes

◉ No

**19. If yes, please list the tools.**

1.

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2.

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3.

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4.

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5.

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## 20. Please list up to five strengths of your current business processes for payroll.

1.

in depth pre cert audit of all transactions

2.

able to identify errors prior to pre-cert audit for certification

3.

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4.

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5.

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## 21. Please list up to five opportunities for improvement in your current business processes for payroll.

1.

One system, relieving agencies of double entry for personnel transaction CIPPS/PMIS

2.

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3.

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4.

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5.

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**22. Please identify up to five attributes, features, and/or characteristics you wish for in an ideal payroll process.**

1.

One system for payroll and personnel

2.

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3.

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4.

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5.

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**23. From your perspective, please list the top five components of the current systems that work especially well.**

1.

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2.

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3.

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4.

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5.

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**24. From your perspective, please identify the components that have significant limitations or require significant manual effort.**

Not having one system inclusive of all personnel information

**25. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process?  If so, please provide the relevant citation.**



**26. If you have any other concerns or comments about this functional area, please include them here.**

**Payroll Management involves the administration and determination of state employee compensation.  Note: See Payments Function within the Financial Management line of business for the actual payment of salary and expenses.**

## 1. Are all employees in your Agency paid on the same pay calendar or pay frequency?

○    Yes

◉    No

## 2. If yes, please state the standard pay calendar or frequency.

..........................................................................................................................................

## 3. Please indicate the certifying agent for your Agency's payroll.

☐    Agency Head

☐    Fiscal Officer

☐    Payroll Manager

Other

Payroll Accountant

## 4. For your Agency, check those activities included in your certification process.

☑    Review of input documents

☐    Review of actions by entry operator

☐    Comparison to prior period Amts

☐    Comparison to budgeted Amts

☑    Usage of CIPPS/FINDS downloads

☑    Usage of PAT (Payroll Auditing Tool)

Other

..........................................................................................................................................

## 5. Does your Agency process payroll at multiple work locations?

○ Yes

◉ No

## 6. If yes, where is time collection processed?  For each column, check all that apply.

|  | Local | Regional/District | Central |
|---|---|---|---|
| Time Collection | ☐ | ☐ | ☐ |
| Time Entry | ☐ | ☐ | ☐ |
| Labor Distribution | ☐ | ☐ | ☐ |

## 7. Does your Agency process payroll for other state agencies?

◉ Yes

○ No

## 8. If yes, please list the agencies and associated service fees.

|  | Agency Name | Service Fee |
|---|---|---|
| 1. | Central State Hospital | $ 0 |
| 2. | Hiram Davis Medical Center | $ 0 |
| 3. | VCBR | $ 0 |
| 4. |  |  |
| 5. |  |  |

## 9. Excluding CIPPS, does your Agency utilize any applications or systems to process payroll?

○ Yes

◉ No

**10. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process.**
**If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

|  | Application/System Name | Module (if applicable) | Version | Maintenance fees |
|---|---|---|---|---|
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

**10. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process.**
**If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 2 of 2

|  | Employee Training costs | Contractor Support costs | Staffing costs | Why was the system selected? |
|---|---|---|---|---|
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

**11. If you would like us to contact you for more information, please check follow up.**

☐   Follow Up

**12. For the process of automated or manual Payroll Management in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.**

**If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.**

|  | FTE Count (include tenths) |
|---|---|
| Band - 1 |  |
| Band - 2 |  |
| Band - 3 | 5.0 |
| Band - 4 | 2.0 |
| Band - 5 |  |
| Band - 6 |  |
| Band - 7 |  |
| Band - 8 |  |
| Band - 9 |  |
| Contracted Labor |  |

**13. Do any of your automated payroll processes interface with other systems or applications? (For example, does your time collection system interface with your labor distribution system? Or, do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

| | |
|---|---|
| ○ | Yes |
| ⦿ | No |

**14. If yes, please identify the specific automated processes, whether or not double data entry is required, and with what frequency the interface is run (for example, weekly, bimonthly, monthly, etc.)**

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**15. Do any of your manual payroll processes share data with other systems or applications? (for example, does your time collection system interface with your labor distribution system? Do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

| ○ | Yes |
|---|---|
| ◉ | No |

**16. If yes, please identify the specific manual processes, whether or not double data entry is required, and with what frequency this manual process is conducted. (for example, weekly, bimonthly, monthly, etc.)**

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**17. Excluding CIPPS, please list any reports that are generated from your system.  Please include any data reported, the recipient type, and the frequency of generation.**

|  | Data Reported | Recipient | Frequency |
|---|---|---|---|
| 1. | None | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

**18. Do you know of specific payroll reporting tools which you are currently not using that would make your life easier?**

○ Yes

◉ No

**19. If yes, please list the tools.**

1.

.................................................................................................................................

2.

.................................................................................................................................

3.

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4.

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5.

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## 20. Please list up to five strengths of your current business processes for payroll.

1.

KRONOS  reports make it easy to process payroll

2.

......................................................................................................................................

3.

......................................................................................................................................

4.

......................................................................................................................................

5.

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## 21. Please list up to five opportunities for improvement in your current business processes for payroll.

1.

More efficient CIPPS system

2.

CIPPS sand KRONOS compatibility

3.

......................................................................................................................................

4.

......................................................................................................................................

5.

......................................................................................................................................

## 22. Please identify up to five attributes, features, and/or characteristics you wish for in an ideal payroll process.

1.

More shift differential fields in CIPPS

2.

Enhanced Payroll and Policy Procedures

3.

......................................................................................................................................

4.

......................................................................................................................................

5.

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## 23. From your perspective, please list the top five components of the current systems that work especially well.

1.

Calculation of taxes in CIPPS system

2.

Menue link in CIPPS

3.

......................................................................................................................................

4.

......................................................................................................................................

5.

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**24. From your perspective, please identify the components that have significant limitations or require significant manual effort.**

IN CIPPS the non-auto field needs to be modified.There should be more fields in the shift differentials.

**25. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process?  If so, please provide the relevant citation.**

There are none

**26. If you have any other concerns or comments about this functional area, please include them here.**

**Payroll Management involves the administration and determination of state employee compensation.  Note: See Payments Function within the Financial Management line of business for the actual payment of salary and expenses.**

**1. Are all employees in your Agency paid on the same pay calendar or pay frequency?**

○   Yes

◉   No

**2. If yes, please state the standard pay calendar or frequency.**

................................................................................................................................

**3. Please indicate the certifying agent for your Agency's payroll.**

☐   Agency Head

☑   Fiscal Officer

☐   Payroll Manager

Other

................................................................................................................................

**4. For your Agency, check those activities included in your certification process.**

☑   Review of input documents

☑   Review of actions by entry operator

☐   Comparison to prior period Amts

☑   Comparison to budgeted Amts

☑   Usage of CIPPS/FINDS downloads

☐   Usage of PAT (Payroll Auditing Tool)

Other

comparison to Kronos system

## 5. Does your Agency process payroll at multiple work locations?

○ Yes

◉ No

## 6. If yes, where is time collection processed?  For each column, check all that apply.

|  | Local | Regional/District | Central |
|---|:---:|:---:|:---:|
| Time Collection | ☐ | ☐ | ☐ |
| Time Entry | ☐ | ☐ | ☐ |
| Labor Distribution | ☐ | ☐ | ☐ |

## 7. Does your Agency process payroll for other state agencies?

○ Yes

◉ No

## 8. If yes, please list the agencies and associated service fees.

|  | Agency Name | Service Fee |
|---|---|---|
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |

## 9. Excluding CIPPS, does your Agency utilize any applications or systems to process payroll?

○ Yes

◉ No

**10. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process.**
**If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

|  | Application/System Name | Module (if applicable) | Version | Maintenance fees |
|---|---|---|---|---|
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

**10. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process.**
**If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 2 of 2

|  | Employee Training costs | Contractor Support costs | Staffing costs | Why was the system selected? |
|---|---|---|---|---|
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

**11. If you would like us to contact you for more information, please check follow up.**

☐ Follow Up

**12. For the process of automated or manual Payroll Management in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band.  If contractor resources are currently used in this process, please also provide their total FTE.**

**If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.**

|  | FTE Count (include tenths) |
|---|---|
| Band - 1 |  |
| Band - 2 |  |
| Band - 3 | 1.0 |
| Band - 4 | 1.0 |
| Band - 5 |  |
| Band - 6 |  |
| Band - 7 |  |
| Band - 8 |  |
| Band - 9 |  |
| Contracted Labor |  |

**13. Do any of your automated payroll processes interface with other systems or applications? (For example, does your time collection system interface with your labor distribution system?  Or, do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

| ◉ | Yes |
|---|---|
| ○ | No |

**14. If yes, please identify the specific automated processes, whether or not double data entry is required, and with what frequency the interface is run (for example, weekly, bimonthly, monthly, etc.)**

|  | | Process | Requires Double Entry | Frequency |
|---|---|---|---|---|
| | 1. | payroll interfaced to GL to capture payroll expenditures | No | 0 |
| | 2. | | | |
| | 3. | | | |
| | 4. | | | |
| | 5. | | | |

**15. Do any of your manual payroll processes share data with other systems or applications? (for example, does your time collection system interface with your labor distribution system? Do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

○ Yes

◉ No

**16. If yes, please identify the specific manual processes, whether or not double data entry is required, and with what frequency this manual process is conducted. (for example, weekly, bimonthly, monthly, etc.)**

|  | | Process | Requires Double Entry | Frequency |
|---|---|---|---|---|
| | 1. | | | |
| | 2. | | | |
| | 3. | | | |
| | 4. | | | |
| | 5. | | | |

**17. Excluding CIPPS, please list any reports that are generated from your system.  Please include any data reported, the recipient type, and the frequency of generation.**

|  | Data Reported | Recipient | Frequency |
|---|---|---|---|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

**18. Do you know of specific payroll reporting tools which you are currently not using that would make your life easier?**

○ Yes

◉ No

**19. If yes, please list the tools.**

1.

..............................................................................................................................................

2.

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3.

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4.

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5.

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## 20. Please list up to five strengths of your current business processes for payroll.

1.

Automated timekeeping system ensures efficient & accurate calculation of exceptions to regular payments, such as OT, shift differential, LWOP, VSDP, W/C, on-call, etc.

2.

Ability to configure automated timekeeping system locally allows us to adjust payroll process to meet changing HR needs.  Example, new special rate for unit 1 to address retention.

3.

Automated timekeeping system has scheduling module that improves managements ability to level staff coverage, ensure 24/7 coverage meets minimums, monitor coverage during snow emergencies, reallocate resources (employees) to meet agency needs

4.

leave entered into Kronos updates leave balances and provides complete timesheet without duplicate entry

5.

.............................................................................................................................................

**21. Please list up to five opportunities for improvement in your current business processes for payroll.**

1.

For Commonwealth pay periods to coincide with workweeks.

2.

Ability to interface timekeeping system data to CIPPS

3.

Interface from HR system to PR system

4.

While lag pay has helped; the ability to have the pay period complete several days prior to certification would be benefical.

5.

CIPPS could be more user friendly and should be real time

**22. Please identify up to five attributes, features, and/or characteristics you wish for in an ideal payroll process.**

1.

Dependability (system must be available)

2.

Flexibility (system must be easily reconfigured to meet changing agency needs)

3.

Interface with timekeeping, HR, payroll and financial management systems

4.

Tools to audit exceptions and compare changes

5.

Flexibile reporting and the ability in import/export data easily

## 23. From your perspective, please list the top five components of the current systems that work especially well.

1.

automated timekeeping system with scheduling, leave, labor transfers, labor management, flexible reporting & import/export components

2.

automated timekeeping system is configured locally to meet agency's needs

3.

timekeeping system is on-line, real time.

4.

...................................................................................................................................

5.

...................................................................................................................................

## 24. From your perspective, please identify the components that have significant limitations or require significant manual effort.

## 25. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process?  If so, please provide the relevant citation.

## 26. If you have any other concerns or comments about this functional area, please include them here.

While lag pay has greatly reduced the number of corrections to pay checks, it would be desirable to have several days to process payroll after the pay period ends before certification to generate checks. This is particularly true in an organization with 24/7; shift work and considerable overtime & compensatory leave compensation.

Pay periods need to coincide with workweeks. The splitting of workweeks across pay periods creates unnecessary complications in payroll calculations and is confusing to the employee. Try explaining to staff why the extra shift they worked on Monday, 8/8 was not paid with the OT for the PPE on 8/10, because the workweek ended in the PPE 8/24. As OT is paid a pay period behind (lag pay issue), the extra hours worked on 8/18, the employee see as OT on 9/16/05.

The calculation of a termed employee's last hours is complicated as the hourly rate varies based upon the number of workdays in a pay period. Our pay periods range from 10 workdays to 12 workdays depending on the calendar. As is true for LWOP calculations as that rate changes also based upon the number of workdays in the pay period (this truly confuses the staff).

Some consideration may be given to bi-weekly payroll processing, which has it's own issues, health insurance deductions (so 2 pay periods a year, you get a little extra in your check), two more check writes a year, annual leave accruals are impacted. There are no easy solutions, but for agency that are operating 24 hours a day, 7 days a week, 365 days a year the current process has limitations.

VSDP is a wonderful benefit for State employees. However in some cases, it works against tenured employees. We have experienced several cases where new hires go out under VSDP and tenured employees have had to pull double shifts and work extra hours for months to cover for an employee who has only been with the Commonwealth for a short period. While it would seem the simple solution is to hire a wage employee to cover for the new hire until they return to work, there is no funding to pay the wage employees as the funds are being used to pay the new hire's short-term disability.

In the local 5 state-region, common business practice is for short-term disability benefits to be provided once an employee successfully completes probation, usually one year. Long-term disability benefits are often not provided until the employee is vested in the organization's retirement system (frequently 5-years after hire). Overall VSDP is a valuable benefit to State employees.

**Payroll Management involves the administration and determination of state employee compensation.  Note: See Payments Function within the Financial Management line of business for the actual payment of salary and expenses.**

**1. Are all employees in your Agency paid on the same pay calendar or pay frequency?**

○    Yes

◉    No

**2. If yes, please state the standard pay calendar or frequency.**

......................................................................................................................................

**3. Please indicate the certifying agent for your Agency's payroll.**

☐    Agency Head

☑    Fiscal Officer

☐    Payroll Manager

Other

......................................................................................................................................

**4. For your Agency, check those activities included in your certification process.**

☑    Review of input documents

☑    Review of actions by entry operator

☑    Comparison to prior period Amts

☐    Comparison to budgeted Amts

☑    Usage of CIPPS/FINDS downloads

☐    Usage of PAT (Payroll Auditing Tool)

Other

......................................................................................................................................

## 5. Does your Agency process payroll at multiple work locations?

○ Yes

◉ No

## 6. If yes, where is time collection processed?  For each column, check all that apply.

|  | Local | Regional/District | Central |
|---|:---:|:---:|:---:|
| Time Collection | ☐ | ☐ | ☐ |
| Time Entry | ☐ | ☐ | ☐ |
| Labor Distribution | ☐ | ☐ | ☐ |

## 7. Does your Agency process payroll for other state agencies?

◉ Yes

○ No

## 8. If yes, please list the agencies and associated service fees.

|  | Agency Name | Service Fee |
|---|---|---|
| 1. | Lt Governor, Governor,Sec/Administration,Sec/Natural Resources,Sec/Education,Sec/Technology | $ 0 |
| 2. | Sec/Transportaion,Sec/Public Safety,Sec Hlth/Hum Resources,Sec/Finiace | $ 0 |
| 3. | Sec/Commerce/Trade,Va Israel Advisory Board | $ 0 |
| 4. | Va Racing Commission, Va Liaison Office | $ 0 |
| 5. | Substance Abuse | $ 0 |

## 9. Excluding CIPPS, does your Agency utilize any applications or systems to process payroll?

○ Yes

◉ No

**10. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process.**
**If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

|  | Application/System Name | Module (if applicable) | Version | Maintenance fees |
|---|---|---|---|---|
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

**10. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process.**
**If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 2 of 2

|  | Employee Training costs | Contractor Support costs | Staffing costs | Why was the system selected? |
|---|---|---|---|---|
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

**11. If you would like us to contact you for more information, please check follow up.**

☐ Follow Up

**12. For the process of automated or manual Payroll Management in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.**

**If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.**

|  | FTE Count (include tenths) |
|---|---|
| Band - 1 |  |
| Band - 2 |  |
| Band - 3 |  |
| Band - 4 |  |
| Band - 5 |  |
| Band - 6 |  |
| Band - 7 |  |
| Band - 8 | 1.0 |
| Band - 9 |  |
| Contracted Labor |  |

**13. Do any of your automated payroll processes interface with other systems or applications? (For example, does your time collection system interface with your labor distribution system? Or, do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

| ○ | Yes |
|---|---|
| ◉ | No |

**14. If yes, please identify the specific automated processes, whether or not double data entry is required, and with what frequency the interface is run (for example, weekly, bimonthly, monthly, etc.)**

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**15. Do any of your manual payroll processes share data with other systems or applications? (for example, does your time collection system interface with your labor distribution system? Do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

○ Yes

◉ No

**16. If yes, please identify the specific manual processes, whether or not double data entry is required, and with what frequency this manual process is conducted. (for example, weekly, bimonthly, monthly, etc.)**

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

## 17. Excluding CIPPS, please list any reports that are generated from your system.  Please include any data reported, the recipient type, and the frequency of generation.

|  | Data Reported | Recipient | Frequency |
|---|---|---|---|
| 1. | n/a | | |
| 2. | n/a | | |
| 3. | n/a | | |
| 4. | n/a | | |
| 5. | n/a | | |

## 18. Do you know of specific payroll reporting tools which you are currently not using that would make your life easier?

○     Yes

◉     No

## 19. If yes, please list the tools.

1.

.................................................................................................................................

2.

.................................................................................................................................

3.

.................................................................................................................................

4.

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5.

.................................................................................................................................

**20. Please list up to five strengths of your current business processes for payroll.**

1.

n/a

2.

n/a

3.

n/a

4.

n/a

5.

n/a

**21. Please list up to five opportunities for improvement in your current business processes for payroll.**

1.

n/a

2.

n/a

3.

n/a

4.

n/a

5.

n/a

**22. Please identify up to five attributes, features, and/or characteristics you wish for in an ideal payroll process.**

1.

n/a

2.

n/a

3.

n/a

4.

n/a

5.

n/a

**23. From your perspective, please list the top five components of the current systems that work especially well.**

1.

n/a

2.

n/a

3.

n/a

4.

n/a

5.

n/a

**24. From your perspective, please identify the components that have significant limitations or require significant manual effort.**

n/a

**25. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process?  If so, please provide the relevant citation.**

n/a

**26. If you have any other concerns or comments about this functional area, please include them here.**

n/a

**Payroll Management involves the administration and determination of state employee compensation.  Note: See Payments Function within the Financial Management line of business for the actual payment of salary and expenses.**

**1. Are all employees in your Agency paid on the same pay calendar or pay frequency?**

◉  Yes

○  No

**2. If yes, please state the standard pay calendar or frequency.**

On the 1st and the 16th (24 pays per year)

**3. Please indicate the certifying agent for your Agency's payroll.**

☐  Agency Head

☑  Fiscal Officer

☐  Payroll Manager

Other

...................................................................................................................................

**4. For your Agency, check those activities included in your certification process.**

☐  Review of input documents

☐  Review of actions by entry operator

☐  Comparison to prior period Amts

☐  Comparison to budgeted Amts

☑  Usage of CIPPS/FINDS downloads

☐  Usage of PAT (Payroll Auditing Tool)

Other

...................................................................................................................................

## 5. Does your Agency process payroll at multiple work locations?

○ Yes

◉ No

## 6. If yes, where is time collection processed?  For each column, check all that apply.

|  | Local | Regional/District | Central |
|---|:---:|:---:|:---:|
| Time Collection | ☐ | ☐ | ☐ |
| Time Entry | ☐ | ☐ | ☐ |
| Labor Distribution | ☐ | ☐ | ☐ |

## 7. Does your Agency process payroll for other state agencies?

○ Yes

◉ No

## 8. If yes, please list the agencies and associated service fees.

|  | Agency Name | Service Fee |
|---|---|---|
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |

## 9. Excluding CIPPS, does your Agency utilize any applications or systems to process payroll?

○ Yes

◉ No

**10. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process.**
**If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

|  | Application/System Name | Module (if applicable) | Version | Maintenance fees |
|---|---|---|---|---|
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

Matrix: part 2 of 2

|  | Employee Training costs | Contractor Support costs | Staffing costs | Why was the system selected? |
|---|---|---|---|---|
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

**11. If you would like us to contact you for more information, please check follow up.**

☐ Follow Up

**12. For the process of automated or manual Payroll Management in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.**

**If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.**

| | FTE Count (include tenths) |
|---|---|
| Band - 1 | |
| Band - 2 | |
| Band - 3 | |
| Band - 4 | |
| Band - 5 | .5 |
| Band - 6 | .6 |
| Band - 7 | |
| Band - 8 | |
| Band - 9 | |
| Contracted Labor | 1.5 |

**13. Do any of your automated payroll processes interface with other systems or applications? (For example, does your time collection system interface with your labor distribution system? Or, do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

| | |
|---|---|
| ○ | Yes |
| ◉ | No |

**14. If yes, please identify the specific automated processes, whether or not double data entry is required, and with what frequency the interface is run (for example, weekly, bimonthly, monthly, etc.)**

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

**15. Do any of your manual payroll processes share data with other systems or applications? (for example, does your time collection system interface with your labor distribution system? Do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

| ○ | Yes |
|---|---|
| ◉ | No |

**16. If yes, please identify the specific manual processes, whether or not double data entry is required, and with what frequency this manual process is conducted. (for example, weekly, bimonthly, monthly, etc.)**

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

**17. Excluding CIPPS, please list any reports that are generated from your system.  Please include any data reported, the recipient type, and the frequency of generation.**

|  | Data Reported | Recipient | Frequency |
|---|---|---|---|
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**18. Do you know of specific payroll reporting tools which you are currently not using that would make your life easier?**

○ Yes

◉ No

**19. If yes, please list the tools.**

1.

.......................................................................................................................................

2.

.......................................................................................................................................

3.

.......................................................................................................................................

4.

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5.

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## 20. Please list up to five strengths of your current business processes for payroll.

1.

CIPPS will not allow an employee to be overpaid

2.

CIPPS interfaces with CARS

3.

..................................................................................................................................

4.

..................................................................................................................................

5.

..................................................................................................................................

## 21. Please list up to five opportunities for improvement in your current business processes for payroll.

1.

It would be helpful to have an edit in CIPPS to catch when and employee is underpaid

2.

..................................................................................................................................

3.

..................................................................................................................................

4.

..................................................................................................................................

5.

..................................................................................................................................

**22. Please identify up to five attributes, features, and/or characteristics you wish for in an ideal payroll process.**

1.

An interface between PMIS and CIPPS would be good

2.

..................................................................................................................................

3.

..................................................................................................................................

4.

..................................................................................................................................

5.

..................................................................................................................................

**23. From your perspective, please list the top five components of the current systems that work especially well.**

1.

The system interfaces with CARS

2.

..................................................................................................................................

3.

..................................................................................................................................

4.

..................................................................................................................................

5.

..................................................................................................................................

**24. From your perspective, please identify the components that have significant limitations or require significant manual effort.**

**25. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process?  If so, please provide the relevant citation.**

no

**26. If you have any other concerns or comments about this functional area, please include them here.**

**Payroll Management involves the administration and determination of state employee compensation.  Note: See Payments Function within the Financial Management line of business for the actual payment of salary and expenses.**

**1. Are all employees in your Agency paid on the same pay calendar or pay frequency?**

○ Yes

◉ No

**2. If yes, please state the standard pay calendar or frequency.**

..................................................................................................................................

**3. Please indicate the certifying agent for your Agency's payroll.**

☐ Agency Head

☐ Fiscal Officer

☐ Payroll Manager

Other

Accounting Manager

**4. For your Agency, check those activities included in your certification process.**

☑ Review of input documents

☑ Review of actions by entry operator

☑ Comparison to prior period Amts

☑ Comparison to budgeted Amts

☑ Usage of CIPPS/FINDS downloads

☑ Usage of PAT (Payroll Auditing Tool)

Other

..................................................................................................................................

## 5. Does your Agency process payroll at multiple work locations?

○ Yes

◉ No

## 6. If yes, where is time collection processed?  For each column, check all that apply.

|  | Local | Regional/District | Central |
|---|---|---|---|
| Time Collection | ☐ | ☐ | ☐ |
| Time Entry | ☐ | ☐ | ☐ |
| Labor Distribution | ☐ | ☐ | ☐ |

## 7. Does your Agency process payroll for other state agencies?

○ Yes

◉ No

## 8. If yes, please list the agencies and associated service fees.

|  | Agency Name | Service Fee |
|---|---|---|
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |

## 9. Excluding CIPPS, does your Agency utilize any applications or systems to process payroll?

○ Yes

◉ No

**10. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process.**
**If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

|  | Application/System Name | Module (if applicable) | Version | Maintenance fees |
|---|---|---|---|---|
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

**10. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process.**
**If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 2 of 2

|  | Employee Training costs | Contractor Support costs | Staffing costs | Why was the system selected? |
|---|---|---|---|---|
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

**11. If you would like us to contact you for more information, please check follow up.**

☐　Follow Up

**12. For the process of automated or manual Payroll Management in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.**

**If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.**

|  | FTE Count (include tenths) |
|---|---|
| Band - 1 | |
| Band - 2 | |
| Band - 3 | .1 |
| Band - 4 | .2 |
| Band - 5 | .1 |
| Band - 6 | |
| Band - 7 | |
| Band - 8 | |
| Band - 9 | |
| Contracted Labor | .4 |

**13. Do any of your automated payroll processes interface with other systems or applications? (For example, does your time collection system interface with your labor distribution system? Or, do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

○ Yes

◉ No

**14.** If yes, please identify the specific automated processes, whether or not double data entry is required, and with what frequency the interface is run (for example, weekly, bimonthly, monthly, etc.)

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**15.** Do any of your manual payroll processes share data with other systems or applications? (for example, does your time collection system interface with your labor distribution system? Do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)

| ○ | Yes |
|---|---|
| ◉ | No |

**16.** If yes, please identify the specific manual processes, whether or not double data entry is required, and with what frequency this manual process is conducted. (for example, weekly, bimonthly, monthly, etc.)

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**17. Excluding CIPPS, please list any reports that are generated from your system. Please include any data reported, the recipient type, and the frequency of generation.**

|  | Data Reported | Recipient | Frequency |
|---|---|---|---|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

**18. Do you know of specific payroll reporting tools which you are currently not using that would make your life easier?**

○ Yes

◉ No

**19. If yes, please list the tools.**

1.
.......................................................................................................................................

2.
.......................................................................................................................................

3.
.......................................................................................................................................

4.
.......................................................................................................................................

5.
.......................................................................................................................................

## 20. Please list up to five strengths of your current business processes for payroll.

1.

Segregation of duties for audit purposes

2.

Team cooperation

3.

...........................................................................................................................................

4.

...........................................................................................................................................

5.

...........................................................................................................................................

## 21. Please list up to five opportunities for improvement in your current business processes for payroll.

1.

Ability for the agency to input data would increase efficiency

2.

Leave processing is cumbersome and current system lacks potential data entry editing controls

3.

CIPPS is inefficient and not user friendly--does not allow for input and retrieval or manipulation of data

4.

...........................................................................................................................................

5.

...........................................................................................................................................

**22. Please identify up to five attributes, features, and/or characteristics you wish for in an ideal payroll process.**

1.

Accuracy

2.

Ease of use - i.e. user-friendly system

3.

Ad hoc reporting - ability to extract and manipulate data

4.

Data entry edit checks and controls

5.

Automated comparison reports like the payroll auditing tool

**23. From your perspective, please list the top five components of the current systems that work especially well.**

1.

Payroll auditing tool (PAT)

2.

CIPPS/FINDS download

3.

Payline masking tool (prevents dependency on CIPPS screens)

4.

...........................................................................................................................................

5.

...........................................................................................................................................

**24. From your perspective, please identify the components that have significant limitations or require significant manual effort.**

CIPPS is not user-friendly, it is cumbersome to request screens (by name), and there is no ability to produce ad hoc reports.  A more friendly windows GUI application would reduce processing time.

**25. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process?  If so, please provide the relevant citation.**

**26. If you have any other concerns or comments about this functional area, please include them here.**

Since our agency is required to use the Payroll Services Bureau, we believe maintining our own payroll processes in-house would provide us with more reliable and accurate results and less administrative paper processing.  The concept of a service bureau is a good one; however, it is exteremly inefficient since the Library must monitor all input very closely and verify all information.  Even though we forfeited the MEL for our position as well as the funding for salary, we expend as much time in processing our payroll with less accuracy.

**Payroll Management involves the administration and determination of state employee compensation.  Note: See Payments Function within the Financial Management line of business for the actual payment of salary and expenses.**

**1. Are all employees in your Agency paid on the same pay calendar or pay frequency?**

○    Yes

◉    No

**2. If yes, please state the standard pay calendar or frequency.**

...................................................................................................................................

**3. Please indicate the certifying agent for your Agency's payroll.**

☐    Agency Head

☑    Fiscal Officer

☐    Payroll Manager

Other

...................................................................................................................................

**4. For your Agency, check those activities included in your certification process.**

☑    Review of input documents

☑    Review of actions by entry operator

☑    Comparison to prior period Amts

☑    Comparison to budgeted Amts

☑    Usage of CIPPS/FINDS downloads

☐    Usage of PAT (Payroll Auditing Tool)

Other

...................................................................................................................................

## 5. Does your Agency process payroll at multiple work locations?

○ Yes

◉ No

## 6. If yes, where is time collection processed?  For each column, check all that apply.

|  | Local | Regional/District | Central |
|---|---|---|---|
| Time Collection | ☐ | ☐ | ☐ |
| Time Entry | ☐ | ☐ | ☐ |
| Labor Distribution | ☐ | ☐ | ☐ |

## 7. Does your Agency process payroll for other state agencies?

○ Yes

◉ No

## 8. If yes, please list the agencies and associated service fees.

|  | Agency Name | Service Fee |
|---|---|---|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |

## 9. Excluding CIPPS, does your Agency utilize any applications or systems to process payroll?

◉ Yes

○ No

**10. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process.**
**If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

|  | Application/System Name | Module (if applicable) | Version | Maintenance fees |
|---|---|---|---|---|
| 1. | Excell Spreadsheets |  |  | $ 0 |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

Matrix: part 2 of 2

|  | Employee Training costs | Contractor Support costs | Staffing costs | Why was the system selected? |
|---|---|---|---|---|
| 1. | $ 0 | $ 0 | $ 0 | Good control tool, like central payroll was before CIPPS |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

**11. If you would like us to contact you for more information, please check follow up.**

☐ Follow Up

**12. For the process of automated or manual Payroll Management in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.**

**If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.**

|  | FTE Count (include tenths) |
|---|---|
| Band - 1 |  |
| Band - 2 |  |
| Band - 3 | 1.0 |
| Band - 4 | 1.0 |
| Band - 5 |  |
| Band - 6 |  |
| Band - 7 |  |
| Band - 8 |  |
| Band - 9 |  |
| Contracted Labor |  |

**13. Do any of your automated payroll processes interface with other systems or applications? (For example, does your time collection system interface with your labor distribution system? Or, do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

| | |
|---|---|
| ○ | Yes |
| ◉ | No |

**14. If yes, please identify the specific automated processes, whether or not double data entry is required, and with what frequency the interface is run (for example, weekly, bimonthly, monthly, etc.)**

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**15. Do any of your manual payroll processes share data with other systems or applications? (for example, does your time collection system interface with your labor distribution system? Do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

| ◉ | Yes |
|---|---|
| ○ | No |

**16. If yes, please identify the specific manual processes, whether or not double data entry is required, and with what frequency this manual process is conducted. (for example, weekly, bimonthly, monthly, etc.)**

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. | data entry on excel spreadsheet for p14's | Yes | 71 |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**17. Excluding CIPPS, please list any reports that are generated from your system.  Please include any data reported, the recipient type, and the frequency of generation.**

|  | Data Reported | Recipient | Frequency |
|---|---|---|---|
| 1. | BES reports on healthcare | Payroll Dept | Periodically |
| 2. | VRS Reports | Payroll Dept | Monthly |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**18. Do you know of specific payroll reporting tools which you are currently not using that would make your life easier?**

◉ Yes

○ No

**19. If yes, please list the tools.**

1.

Payroll Auditing Tool

2.

..................................................................................................................

3.

..................................................................................................................

4.

..................................................................................................................

5.

..................................................................................................................

**20. Please list up to five strengths of your current business processes for payroll.**

1.

Process Payroll from one central location

2.

Excel Spreadsheet calculates to balance w/CIPPS

3.

Verification between payroll and human resources

4.

Good employee communications

5.

99% of employees are paid correctly and on the pay date.

**21. Please list up to five opportunities for improvement in your current business processes for payroll.**

1.

Need more staffing

2.

Need trainers that address agency specific issues

3.

Need more cross-training

4.

Cipps needs to be fulling integrated with PMIS and CARS

5.

Leave reporting needs to be changed back to correspond with then pay date on the pay check

**22. Please identify up to five attributes, features, and/or characteristics you wish for in an ideal payroll process.**

1.

Cross-Training for backup purposes

2.

Timely reciept of data input

3.

Complete Data input

4.

..............................................................................................................................

5.

..............................................................................................................................

**23. From your perspective, please list the top five components of the current systems that work especially well.**

1.

excel control worksheet that balances to CIPPS

2.

..............................................................................................................................

3.

..............................................................................................................................

4.

..............................................................................................................................

5.

..............................................................................................................................

**24. From your perspective, please identify the components that have significant limitations or require significant manual effort.**

VEC reporting, Workers Comp., garnishments & liens, p14 time-sheets, and VRS reporting

**25. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.**

IRS And Labor Laws and regulations

**26. If you have any other concerns or comments about this functional area, please include them here.**

DMA has been paying thousands of scarce taxpayer dollars to DOA for the Developement of IHRS. We have not seen nor heard any news about what we are buying with this payment. I am sure with the new enterpise approach vapor ware (IHRIS)will no longer be charged back to the agencies.

**Payroll Management involves the administration and determination of state employee compensation.  Note: See Payments Function within the Financial Management line of business for the actual payment of salary and expenses.**

**1. Are all employees in your Agency paid on the same pay calendar or pay frequency?**

◉  Yes

○  No

**2. If yes, please state the standard pay calendar or frequency.**

Seim-monthly

**3. Please indicate the certifying agent for your Agency's payroll.**

☐  Agency Head

☑  Fiscal Officer

☐  Payroll Manager

Other

...........................................................................................................................

**4. For your Agency, check those activities included in your certification process.**

☐  Review of input documents

☐  Review of actions by entry operator

☑  Comparison to prior period Amts

☑  Comparison to budgeted Amts

☑  Usage of CIPPS/FINDS downloads

☑  Usage of PAT (Payroll Auditing Tool)

Other

...........................................................................................................................

## 5. Does your Agency process payroll at multiple work locations?

○ Yes

◉ No

## 6. If yes, where is time collection processed?  For each column, check all that apply.

|  | Local | Regional/District | Central |
|---|---|---|---|
| Time Collection | ☐ | ☐ | ☐ |
| Time Entry | ☐ | ☐ | ☐ |
| Labor Distribution | ☐ | ☐ | ☐ |

## 7. Does your Agency process payroll for other state agencies?

○ Yes

◉ No

## 8. If yes, please list the agencies and associated service fees.

|  | Agency Name | Service Fee |
|---|---|---|
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |

## 9. Excluding CIPPS, does your Agency utilize any applications or systems to process payroll?

○ Yes

◉ No

**10. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process.**
**If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

|  | Application/System Name | Module (if applicable) | Version | Maintenance fees |
|---|---|---|---|---|
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

**10. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process.**
**If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 2 of 2

|  | Employee Training costs | Contractor Support costs | Staffing costs | Why was the system selected? |
|---|---|---|---|---|
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

**11. If you would like us to contact you for more information, please check follow up.**

☐ Follow Up

**12. For the process of automated or manual Payroll Management in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band.  If contractor resources are currently used in this process, please also provide their total FTE.**

**If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.**

|  | FTE Count (include tenths) |
|---|---|
| Band - 1 | |
| Band - 2 | |
| Band - 3 | |
| Band - 4 | |
| Band - 5 | |
| Band - 6 | |
| Band - 7 | |
| Band - 8 | |
| Band - 9 | |
| Contracted Labor | |

**13. Do any of your automated payroll processes interface with other systems or applications? (For example, does your time collection system interface with your labor distribution system?  Or, do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

| | |
|---|---|
| ○ | Yes |
| ◉ | No |

**14. If yes, please identify the specific automated processes, whether or not double data entry is required, and with what frequency the interface is run (for example, weekly, bimonthly, monthly, etc.)**

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**15. Do any of your manual payroll processes share data with other systems or applications? (for example, does your time collection system interface with your labor distribution system? Do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

○ Yes

◉ No

**16. If yes, please identify the specific manual processes, whether or not double data entry is required, and with what frequency this manual process is conducted. (for example, weekly, bimonthly, monthly, etc.)**

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**17. Excluding CIPPS, please list any reports that are generated from your system.  Please include any data reported, the recipient type, and the frequency of generation.**

|  | Data Reported | Recipient | Frequency |
|---|---|---|---|
| 1. | not known |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**18. Do you know of specific payroll reporting tools which you are currently not using that would make your life easier?**

○  Yes

◉  No

**19. If yes, please list the tools.**

1.

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2.

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3.

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4.

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5.

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**20. Please list up to five strengths of your current business processes for payroll.**

1.

direct deposit feature

2.

automated process

3.

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4.

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5.

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**21. Please list up to five opportunities for improvement in your current business processes for payroll.**

1.

to have state payroll system talk to other systems (ie., leave)

2.

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3.

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4.

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5.

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**22. Please identify up to five attributes, features, and/or characteristics you wish for in an ideal payroll process.**

1.

Same as item #1 in question 14

2.

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3.

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4.

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5.

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**23. From your perspective, please list the top five components of the current systems that work especially well.**

1.

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2.

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3.

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4.

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5.

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**24. From your perspective, please identify the components that have significant limitations or require significant manual effort.**

do not possess enough knowledge of system

**25. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process?  If so, please provide the relevant citation.**

No

**26. If you have any other concerns or comments about this functional area, please include them here.**

No

**Payroll Management involves the administration and determination of state employee compensation.  Note: See Payments Function within the Financial Management line of business for the actual payment of salary and expenses.**

**1. Are all employees in your Agency paid on the same pay calendar or pay frequency?**

○    Yes

◉    No

**2. If yes, please state the standard pay calendar or frequency.**

..................................................................................................................................

**3. Please indicate the certifying agent for your Agency's payroll.**

☐    Agency Head

☐    Fiscal Officer

☐    Payroll Manager

Other

General Accounting Manager

**4. For your Agency, check those activities included in your certification process.**

☑    Review of input documents

☑    Review of actions by entry operator

☑    Comparison to prior period Amts

☑    Comparison to budgeted Amts

☑    Usage of CIPPS/FINDS downloads

☐    Usage of PAT (Payroll Auditing Tool)

Other

..................................................................................................................................

## 5. Does your Agency process payroll at multiple work locations?

○ Yes

◉ No

## 6. If yes, where is time collection processed?  For each column, check all that apply.

|  | Local | Regional/District | Central |
|---|:---:|:---:|:---:|
| Time Collection | ☐ | ☐ | ☐ |
| Time Entry | ☐ | ☐ | ☐ |
| Labor Distribution | ☐ | ☐ | ☐ |

## 7. Does your Agency process payroll for other state agencies?

○ Yes

◉ No

## 8. If yes, please list the agencies and associated service fees.

|  | Agency Name | Service Fee |
|---|---|---|
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |

## 9. Excluding CIPPS, does your Agency utilize any applications or systems to process payroll?

○ Yes

◉ No

**10. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process.**
**If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

|  | Application/System Name | Module (if applicable) | Version | Maintenance fees |
|---|---|---|---|---|
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

**10. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process.**
**If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 2 of 2

|  | Employee Training costs | Contractor Support costs | Staffing costs | Why was the system selected? |
|---|---|---|---|---|
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

**11. If you would like us to contact you for more information, please check follow up.**

☐ Follow Up

**12. For the process of automated or manual Payroll Management in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.**

**If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.**

|  | FTE Count (include tenths) |
| --- | --- |
| Band - 1 |  |
| Band - 2 |  |
| Band - 3 |  |
| Band - 4 | 1.0 |
| Band - 5 | .1 |
| Band - 6 |  |
| Band - 7 |  |
| Band - 8 |  |
| Band - 9 |  |
| Contracted Labor |  |

**13. Do any of your automated payroll processes interface with other systems or applications? (For example, does your time collection system interface with your labor distribution system? Or, do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

| ⦿ | Yes |
| --- | --- |
| ◯ | No |

**14. If yes, please identify the specific automated processes, whether or not double data entry is required, and with what frequency the interface is run (for example, weekly, bimonthly, monthly, etc.)**

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. | FINDS DL TO PEOPLESOFT | No | 0 |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**15. Do any of your manual payroll processes share data with other systems or applications? (for example, does your time collection system interface with your labor distribution system? Do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

| | |
|---|---|
| ○ | Yes |
| ◉ | No |

**16. If yes, please identify the specific manual processes, whether or not double data entry is required, and with what frequency this manual process is conducted. (for example, weekly, bimonthly, monthly, etc.)**

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**17. Excluding CIPPS, please list any reports that are generated from your system.  Please include any data reported, the recipient type, and the frequency of generation.**

|  | Data Reported | Recipient | Frequency |
|---|---|---|---|
| 1. | Payroll & benefits | Customer agencies | monthly |
| 2. | Overtime & on-call reports | VITA managers | monthly |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**18. Do you know of specific payroll reporting tools which you are currently not using that would make your life easier?**

◉　Yes

○　No

**19. If yes, please list the tools.**

1.

Peoplesoft Human Capital Mgmt suite

2.

In general, a user friendly download process

3.

..................................................................................................................................

4.

..................................................................................................................................

5.

..................................................................................................................................

## 20. Please list up to five strengths of your current business processes for payroll.

1.

Use of payroll service bureau- a second set of controls; backups

2.

.......................................................................................................................................

3.

.......................................................................................................................................

4.

.......................................................................................................................................

5.

.......................................................................................................................................

## 21. Please list up to five opportunities for improvement in your current business processes for payroll.

1.

Match leave reporting time frame to pay periods

2.

.......................................................................................................................................

3.

.......................................................................................................................................

4.

.......................................................................................................................................

5.

.......................................................................................................................................

**22. Please identify up to five attributes, features, and/or characteristics you wish for in an ideal payroll process.**

1.

Interfact with PMIS and BES

2.

Match leave reporting time frames to pay periods

3.

Time and leave systems that feed payroll

4.

Audit checks for deferred comp. & FICA withholding

5.

..............................................................................................................................

**23. From your perspective, please list the top five components of the current systems that work especially well.**

1.

..............................................................................................................................

2.

..............................................................................................................................

3.

..............................................................................................................................

4.

..............................................................................................................................

5.

..............................................................................................................................

**24. From your perspective, please identify the components that have significant limitations or require significant manual effort.**

**25. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.**



**26. If you have any other concerns or comments about this functional area, please include them here.**

**Payroll Management involves the administration and determination of state employee compensation.  Note: See Payments Function within the Financial Management line of business for the actual payment of salary and expenses.**

**1. Are all employees in your Agency paid on the same pay calendar or pay frequency?**

○   Yes

◉   No

**2. If yes, please state the standard pay calendar or frequency.**

.................................................................................................................................

**3. Please indicate the certifying agent for your Agency's payroll.**

☐   Agency Head

☑   Fiscal Officer

☑   Payroll Manager

Other

Chief Financial Officer

**4. For your Agency, check those activities included in your certification process.**

☑   Review of input documents

☑   Review of actions by entry operator

☐   Comparison to prior period Amts

☐   Comparison to budgeted Amts

☐   Usage of CIPPS/FINDS downloads

☐   Usage of PAT (Payroll Auditing Tool)

Other

.................................................................................................................................

## 5. Does your Agency process payroll at multiple work locations?

○ Yes

◉ No

## 6. If yes, where is time collection processed?  For each column, check all that apply.

|  | Local | Regional/District | Central |
|---|---|---|---|
| Time Collection | ☐ | ☐ | ☐ |
| Time Entry | ☐ | ☐ | ☐ |
| Labor Distribution | ☐ | ☐ | ☐ |

## 7. Does your Agency process payroll for other state agencies?

○ Yes

◉ No

## 8. If yes, please list the agencies and associated service fees.

|  | Agency Name | Service Fee |
|---|---|---|
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |

## 9. Excluding CIPPS, does your Agency utilize any applications or systems to process payroll?

○ Yes

◉ No

**10. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process.**
**If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

|  | Application/System Name | Module (if applicable) | Version | Maintenance fees |
|---|---|---|---|---|
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

Matrix: part 2 of 2

|  | Employee Training costs | Contractor Support costs | Staffing costs | Why was the system selected? |
|---|---|---|---|---|
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

**11. If you would like us to contact you for more information, please check follow up.**

☐   Follow Up

**12. For the process of automated or manual Payroll Management in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.**

**If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.**

|  | FTE Count (include tenths) |
|---|---|
| Band - 1 | |
| Band - 2 | |
| Band - 3 | 2.0 |
| Band - 4 | 2.0 |
| Band - 5 | 1.0 |
| Band - 6 | |
| Band - 7 | |
| Band - 8 | |
| Band - 9 | |
| Contracted Labor | .7 |

**13. Do any of your automated payroll processes interface with other systems or applications? (For example, does your time collection system interface with your labor distribution system? Or, do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

| | |
|---|---|
| ○ | Yes |
| ◉ | No |

**14. If yes, please identify the specific automated processes, whether or not double data entry is required, and with what frequency the interface is run (for example, weekly, bimonthly, monthly, etc.)**

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**15. Do any of your manual payroll processes share data with other systems or applications? (for example, does your time collection system interface with your labor distribution system? Do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

| ○ | Yes |
|---|---|
| ◉ | No |

**16. If yes, please identify the specific manual processes, whether or not double data entry is required, and with what frequency this manual process is conducted. (for example, weekly, bimonthly, monthly, etc.)**

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

## 17. Excluding CIPPS, please list any reports that are generated from your system.  Please include any data reported, the recipient type, and the frequency of generation.

|  | Data Reported | Recipient | Frequency |
|---|---|---|---|
| 1. | N/A | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

## 18. Do you know of specific payroll reporting tools which you are currently not using that would make your life easier?

○ Yes

◉ No

## 19. If yes, please list the tools.

1.

..............................................................................................................................

2.

..............................................................................................................................

3.

..............................................................................................................................

4.

..............................................................................................................................

5.

..............................................................................................................................

## 20. Please list up to five strengths of your current business processes for payroll.

1.

Human Resources function is separated from payroll.

2.

Levels of authorizations are required to change payroll masterfiles.

3.

Separation of duties to ensure integrity of data.

4.

Re-accessment of processes, making recommendations for improvement.

5.

One staff is cross-trained in all functions, providing assistance were needed.

## 21. Please list up to five opportunities for improvement in your current business processes for payroll.

1.

Elimination of day of certification input

2.

Elimination of mailing checks

3.

Two people working on check distribution in oppose to one.

4.

100% Cross Training (reconciliations and payments)

5.

...............................................................................................................................

**22. Please identify up to five attributes, features, and/or characteristics you wish for in an ideal payroll process.**

1.

100% Payline participation, opting out of Earning Notices

2.

VSDP managed by CORE (100%); provide agency w/salary info

3.

The linking of PMIS and CIPPS (instant edits/checks & balances)

4.

On-line acceptance of VA-4, W4, Deferred Comp, Banking with security features

5.

Healthcare to be managed 100% by DOA

**23. From your perspective, please list the top five components of the current systems that work especially well.**

1.

On-line availability; limited down-time

2.

Remote printing

3.

Payline

4.

Availability of technicial assistance when needed

5.

Centralization of tax preparation

**24. From your perspective, please identify the components that have significant limitations or require significant manual effort.**

VSDP Calculations are very time consuming and changes are not always received timely from CORE. Calculations are done every payperiod and are suject to the employees' changing situation.  An AUTOMATIC PROCESS needs to be developed

**25. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process?  If so, please provide the relevant citation.**

None to my knowledge

**26. If you have any other concerns or comments about this functional area, please include them here.**

N/A

**Payroll Management involves the administration and determination of state employee compensation.  Note: See Payments Function within the Financial Management line of business for the actual payment of salary and expenses.**

**1. Are all employees in your Agency paid on the same pay calendar or pay frequency?**

○   Yes

◉   No

**2. If yes, please state the standard pay calendar or frequency.**

.................................................................................................................................

**3. Please indicate the certifying agent for your Agency's payroll.**

☐   Agency Head

☑   Fiscal Officer

☐   Payroll Manager

Other

.................................................................................................................................

**4. For your Agency, check those activities included in your certification process.**

☑   Review of input documents

☐   Review of actions by entry operator

☐   Comparison to prior period Amts

☐   Comparison to budgeted Amts

☐   Usage of CIPPS/FINDS downloads

☑   Usage of PAT (Payroll Auditing Tool)

Other

Edit and pay reports generated by CIPPS

## 5. Does your Agency process payroll at multiple work locations?

○ Yes

◉ No

## 6. If yes, where is time collection processed?  For each column, check all that apply.

|  | Local | Regional/District | Central |
|---|---|---|---|
| Time Collection | ☐ | ☐ | ☐ |
| Time Entry | ☐ | ☐ | ☐ |
| Labor Distribution | ☐ | ☐ | ☐ |

## 7. Does your Agency process payroll for other state agencies?

○ Yes

◉ No

## 8. If yes, please list the agencies and associated service fees.

|  | Agency Name | Service Fee |
|---|---|---|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |

## 9. Excluding CIPPS, does your Agency utilize any applications or systems to process payroll?

○ Yes

◉ No

**10. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process.**
**If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

|  | Application/System Name | Module (if applicable) | Version | Maintenance fees |
|---|---|---|---|---|
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

**10. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process.**
**If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 2 of 2

|  | Employee Training costs | Contractor Support costs | Staffing costs | Why was the system selected? |
|---|---|---|---|---|
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

**11. If you would like us to contact you for more information, please check follow up.**

☐ Follow Up

**12. For the process of automated or manual Payroll Management in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.**

**If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.**

|  | FTE Count (include tenths) |
|---|---|
| Band - 1 |  |
| Band - 2 |  |
| Band - 3 |  |
| Band - 4 | .1 |
| Band - 5 | .1 |
| Band - 6 |  |
| Band - 7 |  |
| Band - 8 |  |
| Band - 9 |  |
| Contracted Labor | .2 |

**13. Do any of your automated payroll processes interface with other systems or applications? (For example, does your time collection system interface with your labor distribution system? Or, do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

| ○ | Yes |
|---|---|
| ◉ | No |

**14. If yes, please identify the specific automated processes, whether or not double data entry is required, and with what frequency the interface is run (for example, weekly, bimonthly, monthly, etc.)**

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**15. Do any of your manual payroll processes share data with other systems or applications? (for example, does your time collection system interface with your labor distribution system? Do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

| ○ | Yes |
|---|---|
| ◉ | No |

**16. If yes, please identify the specific manual processes, whether or not double data entry is required, and with what frequency this manual process is conducted. (for example, weekly, bimonthly, monthly, etc.)**

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**17. Excluding CIPPS, please list any reports that are generated from your system. Please include any data reported, the recipient type, and the frequency of generation.**

|  | | Data Reported | Recipient | Frequency |
|---|---|---|---|---|
| | 1. | Not applicable | | |
| | 2. | | | |
| | 3. | | | |
| | 4. | | | |
| | 5. | | | |

**18. Do you know of specific payroll reporting tools which you are currently not using that would make your life easier?**

○ Yes

⊙ No

**19. If yes, please list the tools.**

1.

..................................................................................................................................

2.

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3.

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4.

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5.

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**20. Please list up to five strengths of your current business processes for payroll.**

1.

Currently in process of outsourcing to DOA payroll service bureau

2.

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3.

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4.

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5.

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**21. Please list up to five opportunities for improvement in your current business processes for payroll.**

1.

Need to refine process of what review is done in house. Are still in the early stage of outsourcing to DOA PR service bureau.

2.

....................................................................................................................................

3.

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4.

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5.

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**22. Please identify up to five attributes, features, and/or characteristics you wish for in an ideal payroll process.**

1.

Automated checks and balances to address internal control concerns.

2.

Automated interface between HR and payroll.

3.

User friendly/intuitive/logical input process and reporting.

4.

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5.

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**23. From your perspective, please list the top five components of the current systems that work especially well.**

1.

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2.

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3.

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4.

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5.

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**24. From your perspective, please identify the components that have significant limitations or require significant manual effort.**

CIPPS is very difficult to understand both in update process and reports. Takes a significant amount of training and experience to understand CIPPS.

**25. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.**

**26. If you have any other concerns or comments about this functional area, please include them here.**

**Payroll Management involves the administration and determination of state employee compensation.  Note: See Payments Function within the Financial Management line of business for the actual payment of salary and expenses.**

**1. Are all employees in your Agency paid on the same pay calendar or pay frequency?**

⊙ Yes

○ No

**2. If yes, please state the standard pay calendar or frequency.**

We us the semi-monthly paydates mandated by the Commonwealth

**3. Please indicate the certifying agent for your Agency's payroll.**

☐ Agency Head

☐ Fiscal Officer

☐ Payroll Manager

Other

Accountant Senior

**4. For your Agency, check those activities included in your certification process.**

☑ Review of input documents

☐ Review of actions by entry operator

☑ Comparison to prior period Amts

☐ Comparison to budgeted Amts

☐ Usage of CIPPS/FINDS downloads

☐ Usage of PAT (Payroll Auditing Tool)

Other

Compare CIPPS Report 10 to prior pay period amounts

## 5. Does your Agency process payroll at multiple work locations?

○ Yes

◉ No

## 6. If yes, where is time collection processed?  For each column, check all that apply.

|  | Local | Regional/District | Central |
|---|---|---|---|
| Time Collection | ☐ | ☐ | ☐ |
| Time Entry | ☐ | ☐ | ☐ |
| Labor Distribution | ☐ | ☐ | ☐ |

## 7. Does your Agency process payroll for other state agencies?

○ Yes

◉ No

## 8. If yes, please list the agencies and associated service fees.

|  | Agency Name | Service Fee |
|---|---|---|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |

## 9. Excluding CIPPS, does your Agency utilize any applications or systems to process payroll?

◉ Yes

○ No

**10. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process.**
**If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

|  | Application/System Name | Module (if applicable) | Version | Maintenance fees |
|---|---|---|---|---|
| 1. | Excell | Leave reporting |  |  |
| 2. | Excell | Timesheet |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

Matrix: part 2 of 2

|  | Employee Training costs | Contractor Support costs | Staffing costs | Why was the system selected? |
|---|---|---|---|---|
| 1. |  |  |  | Internally generated to meet reporting needs |
| 2. |  |  |  | Internally developed to meet reporting needs. |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

**11. If you would like us to contact you for more information, please check follow up.**

☐   Follow Up

**12. For the process of automated or manual Payroll Management in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.**

**If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.**

|  | FTE Count (include tenths) |
|---|---|
| Band - 1 |  |
| Band - 2 |  |
| Band - 3 |  |
| Band - 4 | .1 |
| Band - 5 |  |
| Band - 6 |  |
| Band - 7 |  |
| Band - 8 |  |
| Band - 9 |  |
| Contracted Labor |  |

**13. Do any of your automated payroll processes interface with other systems or applications? (For example, does your time collection system interface with your labor distribution system? Or, do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

○ Yes

◉ No

**14. If yes, please identify the specific automated processes, whether or not double data entry is required, and with what frequency the interface is run (for example, weekly, bimonthly, monthly, etc.)**

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**15. Do any of your manual payroll processes share data with other systems or applications?  (for example, does your time collection system interface with your labor distribution system?  Do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

| ○ | Yes |
|---|---|
| ◉ | No |

**16. If yes, please identify the specific manual processes, whether or not double data entry is required, and with what frequency this manual process is conducted. (for example, weekly, bimonthly, monthly, etc.)**

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**17. Excluding CIPPS, please list any reports that are generated from your system.  Please include any data reported, the recipient type, and the frequency of generation.**

|  | Data Reported | Recipient | Frequency |
|---|---|---|---|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

**18. Do you know of specific payroll reporting tools which you are currently not using that would make your life easier?**

○ Yes

◉ No

**19. If yes, please list the tools.**

1.

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2.

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3.

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4.

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5.

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## 20. Please list up to five strengths of your current business processes for payroll.

1.

Immediate leave tracking capabilities to anticipate LWOP situations.

2.

Personalized customer service to answer employee questions concerning pay

3.

Ability to make immediate changes based on employee communications (e-mail,phone calls) in benefits, optional deductions,ect.

4.

Timely VSDP processing

5.

Ability of CARS to be uploaded to our internal budgeting system and drawdown system for payroll

## 21. Please list up to five opportunities for improvement in your current business processes for payroll.

1.

None Recommended

2.

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3.

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4.

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5.

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**22. Please identify up to five attributes, features, and/or characteristics you wish for in an ideal payroll process.**

1.

Truly integrated personnel/payroll process

2.

Provides for personnalized customer service to employees.

3.

Ease of coding when fund sources change.

4.

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5.

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**23. From your perspective, please list the top five components of the current systems that work especially well.**

1.

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2.

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3.

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4.

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5.

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**24. From your perspective, please identify the components that have significant limitations or require significant manual effort.**

**25. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.**

Not Known

**26. If you have any other concerns or comments about this functional area, please include them here.**

None

**Payroll Management involves the administration and determination of state employee compensation.  Note: See Payments Function within the Financial Management line of business for the actual payment of salary and expenses.**

### 1. Are all employees in your Agency paid on the same pay calendar or pay frequency?

◉ Yes

◯ No

### 2. If yes, please state the standard pay calendar or frequency.

bi-monthly

### 3. Please indicate the certifying agent for your Agency's payroll.

☐ Agency Head

☑ Fiscal Officer

☐ Payroll Manager

Other

...................................................................................................................................

### 4. For your Agency, check those activities included in your certification process.

☐ Review of input documents

☐ Review of actions by entry operator

☐ Comparison to prior period Amts

☐ Comparison to budgeted Amts

☐ Usage of CIPPS/FINDS downloads

☐ Usage of PAT (Payroll Auditing Tool)

Other

DGS Fiscal Controller certifies payroll for the agency.

## 5. Does your Agency process payroll at multiple work locations?

- ○ Yes
- ◉ No

## 6. If yes, where is time collection processed?  For each column, check all that apply.

|  | Local | Regional/District | Central |
|---|---|---|---|
| Time Collection | ☐ | ☐ | ☐ |
| Time Entry | ☐ | ☐ | ☐ |
| Labor Distribution | ☐ | ☐ | ☐ |

## 7. Does your Agency process payroll for other state agencies?

- ○ Yes
- ◉ No

## 8. If yes, please list the agencies and associated service fees.

|  | Agency Name | Service Fee |
|---|---|---|
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |

## 9. Excluding CIPPS, does your Agency utilize any applications or systems to process payroll?

- ○ Yes
- ◉ No

**10. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process.**
**If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

|  | Application/System Name | Module (if applicable) | Version | Maintenance fees |
|---|---|---|---|---|
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

Matrix: part 2 of 2

|  | Employee Training costs | Contractor Support costs | Staffing costs | Why was the system selected? |
|---|---|---|---|---|
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

**11. If you would like us to contact you for more information, please check follow up.**

☐    Follow Up

**12. For the process of automated or manual Payroll Management in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.**

**If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.**

|  | FTE Count (include tenths) |
|---|---|
| Band - 1 | .0 |
| Band - 2 | .0 |
| Band - 3 | .0 |
| Band - 4 | .0 |
| Band - 5 | .0 |
| Band - 6 | .0 |
| Band - 7 | .0 |
| Band - 8 | .0 |
| Band - 9 | .0 |
| Contracted Labor | .0 |

**13. Do any of your automated payroll processes interface with other systems or applications? (For example, does your time collection system interface with your labor distribution system? Or, do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

| ○ | Yes |
|---|---|
| ◉ | No |

**14.** If yes, please identify the specific automated processes, whether or not double data entry is required, and with what frequency the interface is run (for example, weekly, bimonthly, monthly, etc.)

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**15.** Do any of your manual payroll processes share data with other systems or applications? (for example, does your time collection system interface with your labor distribution system? Do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)

| ◉ | Yes |
|---|---|
| ○ | No |

**16.** If yes, please identify the specific manual processes, whether or not double data entry is required, and with what frequency this manual process is conducted. (for example, weekly, bimonthly, monthly, etc.)

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. | Agency forwards leave sheets to Department of Accounts | No | 0 |
| 2. | Agency forwards timesheets to Department of Accounts | No | 0 |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**17. Excluding CIPPS, please list any reports that are generated from your system. Please include any data reported, the recipient type, and the frequency of generation.**

|  | Data Reported | Recipient | Frequency |
|---|---|---|---|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

**18. Do you know of specific payroll reporting tools which you are currently not using that would make your life easier?**

○   Yes

◉   No

**19. If yes, please list the tools.**

1.

......................................................................................................................................

2.

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3.

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4.

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5.

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## 20. Please list up to five strengths of your current business processes for payroll.

1.

Efficient

2.

Cost Effective

3.

Responsive

4.

Good Customer Service

5.

Reliable

## 21. Please list up to five opportunities for improvement in your current business processes for payroll.

1.

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2.

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3.

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4.

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5.

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**22. Please identify up to five attributes, features, and/or characteristics you wish for in an ideal payroll process.**

1.

See 14 above

2.

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3.

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4.

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5.

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**23. From your perspective, please list the top five components of the current systems that work especially well.**

1.

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2.

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3.

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4.

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5.

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**24. From your perspective, please identify the components that have significant limitations or require significant manual effort.**

**25. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process?  If so, please provide the relevant citation.**

None that we're aware.

**26. If you have any other concerns or comments about this functional area, please include them here.**

**Payroll Management involves the administration and determination of state employee compensation.  Note: See Payments Function within the Financial Management line of business for the actual payment of salary and expenses.**

**1. Are all employees in your Agency paid on the same pay calendar or pay frequency?**

○    Yes

◉    No

**2. If yes, please state the standard pay calendar or frequency.**

...................................................................................................................................

**3. Please indicate the certifying agent for your Agency's payroll.**

☐    Agency Head

☑    Fiscal Officer

☐    Payroll Manager

Other

...................................................................................................................................

**4. For your Agency, check those activities included in your certification process.**

☑    Review of input documents

☑    Review of actions by entry operator

☑    Comparison to prior period Amts

☑    Comparison to budgeted Amts

☑    Usage of CIPPS/FINDS downloads

☑    Usage of PAT (Payroll Auditing Tool)

Other

...................................................................................................................................

## 5. Does your Agency process payroll at multiple work locations?

○ Yes

◉ No

## 6. If yes, where is time collection processed?  For each column, check all that apply.

|  | Local | Regional/District | Central |
|---|---|---|---|
| Time Collection | ☐ | ☐ | ☐ |
| Time Entry | ☐ | ☐ | ☐ |
| Labor Distribution | ☐ | ☐ | ☐ |

## 7. Does your Agency process payroll for other state agencies?

○ Yes

◉ No

## 8. If yes, please list the agencies and associated service fees.

|  | Agency Name | Service Fee |
|---|---|---|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |

## 9. Excluding CIPPS, does your Agency utilize any applications or systems to process payroll?

○ Yes

◉ No

**10. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process.**
**If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

|  | Application/System Name | Module (if applicable) | Version | Maintenance fees |
|---|---|---|---|---|
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

Matrix: part 2 of 2

|  | Employee Training costs | Contractor Support costs | Staffing costs | Why was the system selected? |
|---|---|---|---|---|
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

**11. If you would like us to contact you for more information, please check follow up.**

☐ Follow Up

**12. For the process of automated or manual Payroll Management in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.**

**If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.**

|  | FTE Count (include tenths) |
|---|---|
| Band - 1 |  |
| Band - 2 |  |
| Band - 3 | 1.0 |
| Band - 4 | .5 |
| Band - 5 |  |
| Band - 6 |  |
| Band - 7 |  |
| Band - 8 |  |
| Band - 9 |  |
| Contracted Labor |  |

**13. Do any of your automated payroll processes interface with other systems or applications? (For example, does your time collection system interface with your labor distribution system? Or, do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

| ○ | Yes |
|---|---|
| ◉ | No |

**14. If yes, please identify the specific automated processes, whether or not double data entry is required, and with what frequency the interface is run (for example, weekly, bimonthly, monthly, etc.)**

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**15. Do any of your manual payroll processes share data with other systems or applications? (for example, does your time collection system interface with your labor distribution system? Do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

| ○ | Yes |
|---|---|
| ◉ | No |

**16. If yes, please identify the specific manual processes, whether or not double data entry is required, and with what frequency this manual process is conducted. (for example, weekly, bimonthly, monthly, etc.)**

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**17. Excluding CIPPS, please list any reports that are generated from your system.  Please include any data reported, the recipient type, and the frequency of generation.**

|  | Data Reported | Recipient | Frequency |
|---|---|---|---|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

**18. Do you know of specific payroll reporting tools which you are currently not using that would make your life easier?**

○ Yes

◉ No

**19. If yes, please list the tools.**

1.

........................................................................................................................................

2.

........................................................................................................................................

3.

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4.

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5.

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**20. Please list up to five strengths of your current business processes for payroll.**

1.

checks and balances in place

2.

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3.

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4.

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5.

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**21. Please list up to five opportunities for improvement in your current business processes for payroll.**

1.

make the process less labor intensive

2.

remove some duplication of efforts

3.

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4.

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5.

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**22. Please identify up to five attributes, features, and/or characteristics you wish for in an ideal payroll process.**

1.

ease of use

2.

interface with timekeeping system

3.

web based

4.

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5.

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**23. From your perspective, please list the top five components of the current systems that work especially well.**

1.

....................................................................................................................................

2.

....................................................................................................................................

3.

....................................................................................................................................

4.

....................................................................................................................................

5.

....................................................................................................................................

**24. From your perspective, please identify the components that have significant limitations or require significant manual effort.**

**25. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process?  If so, please provide the relevant citation.**

**26. If you have any other concerns or comments about this functional area, please include them here.**

**Payroll Management involves the administration and determination of state employee compensation.  Note: See Payments Function within the Financial Management line of business for the actual payment of salary and expenses.**

**1. Are all employees in your Agency paid on the same pay calendar or pay frequency?**

- ⦿ Yes
- ○ No

**2. If yes, please state the standard pay calendar or frequency.**

Semi-Monthly

**3. Please indicate the certifying agent for your Agency's payroll.**

- ☐ Agency Head
- ☐ Fiscal Officer
- ☑ Payroll Manager

Other

.................................................................................................................

**4. For your Agency, check those activities included in your certification process.**

- ☑ Review of input documents
- ☑ Review of actions by entry operator
- ☐ Comparison to prior period Amts
- ☐ Comparison to budgeted Amts
- ☑ Usage of CIPPS/FINDS downloads
- ☐ Usage of PAT (Payroll Auditing Tool)

Other

.................................................................................................................

## 5. Does your Agency process payroll at multiple work locations?

○ Yes

◉ No

## 6. If yes, where is time collection processed?  For each column, check all that apply.

|  | Local | Regional/District | Central |
|---|---|---|---|
| Time Collection | ☐ | ☐ | ☐ |
| Time Entry | ☐ | ☐ | ☐ |
| Labor Distribution | ☐ | ☐ | ☐ |

## 7. Does your Agency process payroll for other state agencies?

◉ Yes

○ No

## 8. If yes, please list the agencies and associated service fees.

|  | Agency Name | Service Fee |
|---|---|---|
| 1. | Chippokes Plantation Farm Foundation | $ 0 |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |

## 9. Excluding CIPPS, does your Agency utilize any applications or systems to process payroll?

○ Yes

◉ No

**10. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process.**
**If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

|  | Application/System Name | Module (if applicable) | Version | Maintenance fees |
|---|---|---|---|---|
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

**10. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process.**
**If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 2 of 2

|  | Employee Training costs | Contractor Support costs | Staffing costs | Why was the system selected? |
|---|---|---|---|---|
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

**11. If you would like us to contact you for more information, please check follow up.**

☐    Follow Up

**12.** For the process of automated or manual Payroll Management in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band.  If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

| | FTE Count (include tenths) |
|---|---|
| Band - 1 | |
| Band - 2 | |
| Band - 3 | 1.7 |
| Band - 4 | 1.0 |
| Band - 5 | |
| Band - 6 | |
| Band - 7 | |
| Band - 8 | |
| Band - 9 | |
| Contracted Labor | |

**13.** Do any of your automated payroll processes interface with other systems or applications? (For example, does your time collection system interface with your labor distribution system?  Or, do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)

| | |
|---|---|
| ○ | Yes |
| ◉ | No |

**14.** If yes, please identify the specific automated processes, whether or not double data entry is required, and with what frequency the interface is run (for example, weekly, bimonthly, monthly, etc.)

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

**15.** Do any of your manual payroll processes share data with other systems or applications? (for example, does your time collection system interface with your labor distribution system? Do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)

| ○ | Yes |
|---|---|
| ◉ | No |

**16.** If yes, please identify the specific manual processes, whether or not double data entry is required, and with what frequency this manual process is conducted. (for example, weekly, bimonthly, monthly, etc.)

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

**17. Excluding CIPPS, please list any reports that are generated from your system. Please include any data reported, the recipient type, and the frequency of generation.**

|  | Data Reported | Recipient | Frequency |
|---|---|---|---|
| 1. | FTE Reports | Human Resources, Risk Mgmt Coord | Semi-Monthly |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**18. Do you know of specific payroll reporting tools which you are currently not using that would make your life easier?**

○ Yes

◉ No

**19. If yes, please list the tools.**

1.
....................................................................................................................................

2.
....................................................................................................................................

3.
....................................................................................................................................

4.
....................................................................................................................................

5.
....................................................................................................................................

**20. Please list up to five strengths of your current business processes for payroll.**

1.

Check and balances by recalculating timesheets

2.

Verification of information on timesheets

3.

Approval of timesheets by cost code managers

4.

Verification with Human Resouces on all documentation

5.

Post payroll reconciliation

**21. Please list up to five opportunities for improvement in your current business processes for payroll.**

1.

An inhouse payroll software system interfacing CIPPS

2.

Recognition of electronic signatures

3.

State interface of the payroll and human resource function

4.

The partial pay lag initiative has made it difficult for employees to understand payday cycles.  The state should consider lag pay for an entire pay period.

5.

Bi-weekly payroll processing should be considered.

**22. Please identify up to five attributes, features, and/or characteristics you wish for in an ideal payroll process.**

1.

State interface of the payroll/human resources function

2.

Complete electronic submission of all payroll data

3.

Imaging of all payroll data if not electronic

4.

..................................................................................................................................

5.

..................................................................................................................................

**23. From your perspective, please list the top five components of the current systems that work especially well.**

1.

Edit capabilities

2.

Online tax calculations

3.

Detail reports

4.

..................................................................................................................................

5.

..................................................................................................................................

**24. From your perspective, please identify the components that have significant limitations or require significant manual effort.**

Too many CIPPS screens
Too much paperwork
Next day updates instead of real time updates

**25. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.**

No

**26. If you have any other concerns or comments about this functional area, please include them here.**

Please note that the FTE's listed in question 9 are for the same individuals in the Time and Labor Distribution Survey. DCR has 2 full time FTE and one P-14 position dedicated to all payroll functions.

IHRIS or a similar system is needed

**Payroll Management involves the administration and determination of state employee compensation.  Note: See Payments Function within the Financial Management line of business for the actual payment of salary and expenses.**

**1. Are all employees in your Agency paid on the same pay calendar or pay frequency?**

◉ Yes

○ No

**2. If yes, please state the standard pay calendar or frequency.**

The 1st and 16th on each month (DHRM pay calendar)

**3. Please indicate the certifying agent for your Agency's payroll.**

☐ Agency Head

☐ Fiscal Officer

☐ Payroll Manager

Other

Fiscal Director, or her designee

**4. For your Agency, check those activities included in your certification process.**

☑ Review of input documents

☑ Review of actions by entry operator

☑ Comparison to prior period Amts

☐ Comparison to budgeted Amts

☑ Usage of CIPPS/FINDS downloads

☐ Usage of PAT (Payroll Auditing Tool)

Other

……………………………………………………………………………………………………

## 5. Does your Agency process payroll at multiple work locations?

○ Yes

◉ No

## 6. If yes, where is time collection processed?  For each column, check all that apply.

|  | Local | Regional/District | Central |
|---|---|---|---|
| Time Collection | ☐ | ☐ | ☐ |
| Time Entry | ☐ | ☐ | ☐ |
| Labor Distribution | ☐ | ☐ | ☐ |

## 7. Does your Agency process payroll for other state agencies?

○ Yes

◉ No

## 8. If yes, please list the agencies and associated service fees.

|  | Agency Name | Service Fee |
|---|---|---|
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |

## 9. Excluding CIPPS, does your Agency utilize any applications or systems to process payroll?

○ Yes

◉ No

**10. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process.**
**If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

|  | Application/System Name | Module (if applicable) | Version | Maintenance fees |
|---|---|---|---|---|
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

**10. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process.**
**If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 2 of 2

|  | Employee Training costs | Contractor Support costs | Staffing costs | Why was the system selected? |
|---|---|---|---|---|
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

**11. If you would like us to contact you for more information, please check follow up.**

☐ Follow Up

**12. For the process of automated or manual Payroll Management in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.**

**If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.**

|  | FTE Count (include tenths) |
|---|---|
| Band - 1 | |
| Band - 2 | |
| Band - 3 | |
| Band - 4 | .2 |
| Band - 5 | .1 |
| Band - 6 | |
| Band - 7 | |
| Band - 8 | |
| Band - 9 | |
| Contracted Labor | |

**13. Do any of your automated payroll processes interface with other systems or applications? (For example, does your time collection system interface with your labor distribution system? Or, do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

| | |
|---|---|
| ○ | Yes |
| ◉ | No |

**14. If yes, please identify the specific automated processes, whether or not double data entry is required, and with what frequency the interface is run (for example, weekly, bimonthly, monthly, etc.)**

| | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

**15. Do any of your manual payroll processes share data with other systems or applications?  (for example, does your time collection system interface with your labor distribution system?  Do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

| | |
|---|---|
| ○ | Yes |
| ◉ | No |

**16. If yes, please identify the specific manual processes, whether or not double data entry is required, and with what frequency this manual process is conducted. (for example, weekly, bimonthly, monthly, etc.)**

| | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

**17. Excluding CIPPS, please list any reports that are generated from your system. Please include any data reported, the recipient type, and the frequency of generation.**

|  | Data Reported | Recipient | Frequency |
|---|---|---|---|
| 1. | Accumulated P-14 hours | HR Director | Each payperiod |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

**18. Do you know of specific payroll reporting tools which you are currently not using that would make your life easier?**

○ Yes

◉ No

**19. If yes, please list the tools.**

1.

............................................................................................................................

2.

............................................................................................................................

3.

............................................................................................................................

4.

............................................................................................................................

5.

............................................................................................................................

## 20. Please list up to five strengths of your current business processes for payroll.

1.

DOA PSB processes our classified and wage payrolls

2.

checks and balances are in place - HR submits changes, DOA processes, and DPOR finance certifies

3.

......................................................................................................................................

4.

......................................................................................................................................

5.

......................................................................................................................................

## 21. Please list up to five opportunities for improvement in your current business processes for payroll.

1.

For classified payroll, change the payperiod structure to something that is easier to understand and remember.

2.

For classified payroll, eliminate the lagtime paycycles.

3.

Internally, eliminate unnecessary duplicate copies

4.

......................................................................................................................................

5.

......................................................................................................................................

**22. Please identify up to five attributes, features, and/or characteristics you wish for in an ideal payroll process.**

1.

Simplified pay period schedule/timeframes

2.

...................................................................................................................................

3.

...................................................................................................................................

4.

...................................................................................................................................

5.

...................................................................................................................................

**23. From your perspective, please list the top five components of the current systems that work especially well.**

1.

The working relationship with DOA PSB ( I think this is especially important to make it all work and with individual personalities involved this may not always be positive, but for as long as I have been here, it has been very positive)

2.

Payline is a user friendly system

3.

Payline security masking feature which allows me to assist my employees much faster.

4.

...................................................................................................................................

5.

...................................................................................................................................

**24. From your perspective, please identify the components that have significant limitations or require significant manual effort.**

Numerous copies made for internal Agency records

**25. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.**

None except DPOR's agreement with DOA Payroll Service Bureau

**26. If you have any other concerns or comments about this functional area, please include them here.**

**Payroll Management involves the administration and determination of state employee compensation.  Note: See Payments Function within the Financial Management line of business for the actual payment of salary and expenses.**

**1. Are all employees in your Agency paid on the same pay calendar or pay frequency?**

◉  Yes

○  No

**2. If yes, please state the standard pay calendar or frequency.**

Semi-monthly

**3. Please indicate the certifying agent for your Agency's payroll.**

☐  Agency Head

☐  Fiscal Officer

☑  Payroll Manager

Other

…………………………………………………………………………………………………………

**4. For your Agency, check those activities included in your certification process.**

☑  Review of input documents

☑  Review of actions by entry operator

☐  Comparison to prior period Amts

☐  Comparison to budgeted Amts

☐  Usage of CIPPS/FINDS downloads

☐  Usage of PAT (Payroll Auditing Tool)

Other

Will be using CIPPS/Finds download and PAT

## 5. Does your Agency process payroll at multiple work locations?

○ Yes

◉ No

## 6. If yes, where is time collection processed?  For each column, check all that apply.

|  | Local | Regional/District | Central |
|---|:---:|:---:|:---:|
| Time Collection | ☑ | ☐ | ☐ |
| Time Entry | ☑ | ☐ | ☐ |
| Labor Distribution | ☑ | ☐ | ☐ |

## 7. Does your Agency process payroll for other state agencies?

◉ Yes

○ No

## 8. If yes, please list the agencies and associated service fees.

|  | Agency Name | Service Fee |
|---|---|---|
| 1. | VA Parole Board | |
| 2. | VA Correctional Enterprises | |
| 3. | | |
| 4. | | |
| 5. | | |

## 9. Excluding CIPPS, does your Agency utilize any applications or systems to process payroll?

◉ Yes

○ No

**10. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process.**
**If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

|  | Application/System Name | Module (if applicable) | Version | Maintenance fees |
|---|---|---|---|---|
| 1. | Excel |  | Windows 2000 |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

Matrix: part 2 of 2

|  | Employee Training costs | Contractor Support costs | Staffing costs | Why was the system selected? |
|---|---|---|---|---|
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

**11. If you would like us to contact you for more information, please check follow up.**

☐   Follow Up

**12. For the process of automated or manual Payroll Management in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.**

**If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.**

|  | FTE Count (include tenths) |
|---|---|
| Band - 1 |  |
| Band - 2 |  |
| Band - 3 | 13.0 |
| Band - 4 | 3.0 |
| Band - 5 | 1.0 |
| Band - 6 |  |
| Band - 7 |  |
| Band - 8 |  |
| Band - 9 |  |
| Contracted Labor |  |

**13. Do any of your automated payroll processes interface with other systems or applications? (For example, does your time collection system interface with your labor distribution system? Or, do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

| | |
|---|---|
| ○ | Yes |
| ◉ | No |

**14. If yes, please identify the specific automated processes, whether or not double data entry is required, and with what frequency the interface is run (for example, weekly, bimonthly, monthly, etc.)**

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**15. Do any of your manual payroll processes share data with other systems or applications? (for example, does your time collection system interface with your labor distribution system? Do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

○ Yes

◉ No

**16. If yes, please identify the specific manual processes, whether or not double data entry is required, and with what frequency this manual process is conducted. (for example, weekly, bimonthly, monthly, etc.)**

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**17. Excluding CIPPS, please list any reports that are generated from your system. Please include any data reported, the recipient type, and the frequency of generation.**

|  | Data Reported | Recipient | Frequency |
|---|---|---|---|
| 1. | Terminated Employees | Payroll and HR | Monthly |
| 2. | Benefit Eligibility Sys. Reports | Payroll and HR | as changes occur |
| 3. | Overtime | HR | Monthly |
| 4. |  |  |  |
| 5. |  |  |  |

**18. Do you know of specific payroll reporting tools which you are currently not using that would make your life easier?**

◉ Yes

○ No

**19. If yes, please list the tools.**

1.

DOA's Payroll Auditing Tool

2.

...........................................................................................................................

3.

...........................................................................................................................

4.

...........................................................................................................................

5.

...........................................................................................................................

**20. Please list up to five strengths of your current business processes for payroll.**

1.

Required written authorization for changes/updates

2.

Computer security

3.

Security in check distribution

4.

Monthly reconciliations

5.

HR has access to payrolls for review

**21. Please list up to five opportunities for improvement in your current business processes for payroll.**

1.

Reduced volume of transactions each tech. processes

2.

Improved communication between timekeeper,HR,Payroll

3.

Improved audit processes

4.

More frequent training from DOA

5.

More automated interactive participation with employees regarding compensation changes

## 22. Please identify up to five attributes, features, and/or characteristics you wish for in an ideal payroll process.

1.

Interface of PMIS & CIPPS

2.

Have third party administrator pay VSDP and WC benefits

3.

Windows/Web based payroll system

4.

System that could perform calculations for VSDP,WC,etc that are now performed manually

5.

Ability to access archived payroll information online

## 23. From your perspective, please list the top five components of the current systems that work especially well.

1.

Good exception reports from CIPPS to identify potenial errors

2.

Reportline/Payline

3.

Accessability to PMIS via internet

4.

Opportunity of opting out of receiving direct deposit notices

5.

CIPPS-linking of screens when establishing a new pay record

**24. From your perspective, please identify the components that have significant limitations or require significant manual effort.**

Performing calculations for VSDP, VSDP/WC and partial pays. Performing retro active VSDP and VSDP/WC payments to reclassify payment types in the employees' earnings record. Having to over-ride system for full retirement benefits for VSDP payments.

Lack of interface between PMIS & CIPPS.

**25. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.**

No.

**26. If you have any other concerns or comments about this functional area, please include them here.**

Real-time user friendly processes.

Employee/payroll data screens that are electronically linked for processing employee data with adequate prompts for information.

**Payroll Management involves the administration and determination of state employee compensation.  Note: See Payments Function within the Financial Management line of business for the actual payment of salary and expenses.**

**1. Are all employees in your Agency paid on the same pay calendar or pay frequency?**

◉ Yes

○ No

**2. If yes, please state the standard pay calendar or frequency.**

semi monthly 1st and 16th

**3. Please indicate the certifying agent for your Agency's payroll.**

☐ Agency Head

☑ Fiscal Officer

☐ Payroll Manager

Other

...................................................................................................................................

**4. For your Agency, check those activities included in your certification process.**

☑ Review of input documents

☑ Review of actions by entry operator

☑ Comparison to prior period Amts

☐ Comparison to budgeted Amts

☑ Usage of CIPPS/FINDS downloads

☐ Usage of PAT (Payroll Auditing Tool)

Other

...................................................................................................................................

## 5. Does your Agency process payroll at multiple work locations?

○ Yes

◉ No

## 6. If yes, where is time collection processed?  For each column, check all that apply.

|  | Local | Regional/District | Central |
|---|---|---|---|
| Time Collection | ☐ | ☐ | ☐ |
| Time Entry | ☐ | ☐ | ☐ |
| Labor Distribution | ☐ | ☐ | ☐ |

## 7. Does your Agency process payroll for other state agencies?

○ Yes

◉ No

## 8. If yes, please list the agencies and associated service fees.

|  | Agency Name | Service Fee |
|---|---|---|
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |

## 9. Excluding CIPPS, does your Agency utilize any applications or systems to process payroll?

○ Yes

◉ No

**10. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process.**
**If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

| | Application/System Name | Module (if applicable) | Version | Maintenance fees |
|---|---|---|---|---|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |

Matrix: part 2 of 2

| | Employee Training costs | Contractor Support costs | Staffing costs | Why was the system selected? |
|---|---|---|---|---|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |

**11. If you would like us to contact you for more information, please check follow up.**

☐   Follow Up

**12. For the process of automated or manual Payroll Management in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.**

**If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.**

| | FTE Count (include tenths) |
|---|---|
| Band - 1 | |
| Band - 2 | |
| Band - 3 | .8 |
| Band - 4 | |
| Band - 5 | .6 |
| Band - 6 | |
| Band - 7 | |
| Band - 8 | |
| Band - 9 | |
| Contracted Labor | |

**13. Do any of your automated payroll processes interface with other systems or applications? (For example, does your time collection system interface with your labor distribution system? Or, do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

| | |
|---|---|
| ○ | Yes |
| ◉ | No |

**14. If yes, please identify the specific automated processes, whether or not double data entry is required, and with what frequency the interface is run (for example, weekly, bimonthly, monthly, etc.)**

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**15. Do any of your manual payroll processes share data with other systems or applications? (for example, does your time collection system interface with your labor distribution system? Do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

◉ Yes

○ No

**16. If yes, please identify the specific manual processes, whether or not double data entry is required, and with what frequency this manual process is conducted. (for example, weekly, bimonthly, monthly, etc.)**

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. | labor distribution to CARS | No | 0 |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**17. Excluding CIPPS, please list any reports that are generated from your system.  Please include any data reported, the recipient type, and the frequency of generation.**

|  | Data Reported | Recipient | Frequency |
|---|---|---|---|
| 1. | leave taken | Fiscal Services | as needed |
| 2. | timesheets required but not entered | Fiscal Services | as needed |
| 3. | overtime hours | Fiscal Services | bi weekly |
| 4. | wgae hours worked | Fiscal Services | bi weekly |
| 5. | leave and time entered but not approved | Fiscal Services | weekly |

**18. Do you know of specific payroll reporting tools which you are currently not using that would make your life easier?**

○ Yes

◉ No

**19. If yes, please list the tools.**

1.

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2.

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3.

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4.

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5.

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**20. Please list up to five strengths of your current business processes for payroll.**

1.

competence /experience of payroll staff

2.

automated time keeping (no paper timesheets)

3.

accuracy of information

4.

all time recorded edited to FLSA requirements

5.

...........................................................................................................................................

**21. Please list up to five opportunities for improvement in your current business processes for payroll.**

1.

single employee master file for HR, Payroll, and T&L

2.

ability to report real time leave balances

3.

CIPPS is not user friendly

4.

short term disability and worker's comp payment process is arduous and inefficient

5.

...........................................................................................................................................

**22. Please identify up to five attributes, features, and/or characteristics you wish for in an ideal payroll process.**

1.

shared employee master file between PR, HR, and T&L

2.

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3.

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4.

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5.

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**23. From your perspective, please list the top five components of the current systems that work especially well.**

1.

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2.

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3.

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4.

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5.

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**24. From your perspective, please identify the components that have significant limitations or require significant manual effort.**

**25. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process?  If so, please provide the relevant citation.**

Fair Labor Standards Act
Virginia Personnel Act

**26. If you have any other concerns or comments about this functional area, please include them here.**

**Payroll Management involves the administration and determination of state employee compensation.  Note: See Payments Function within the Financial Management line of business for the actual payment of salary and expenses.**

**1. Are all employees in your Agency paid on the same pay calendar or pay frequency?**

○  Yes

◉  No

**2. If yes, please state the standard pay calendar or frequency.**

..............................................................................................................................

**3. Please indicate the certifying agent for your Agency's payroll.**

☐  Agency Head

☑  Fiscal Officer

☐  Payroll Manager

Other

..............................................................................................................................

**4. For your Agency, check those activities included in your certification process.**

☑  Review of input documents

☐  Review of actions by entry operator

☑  Comparison to prior period Amts

☐  Comparison to budgeted Amts

☑  Usage of CIPPS/FINDS downloads

☐  Usage of PAT (Payroll Auditing Tool)

Other

..............................................................................................................................

## 5. Does your Agency process payroll at multiple work locations?

○ Yes

◉ No

## 6. If yes, where is time collection processed?  For each column, check all that apply.

|  | Local | Regional/District | Central |
|---|:---:|:---:|:---:|
| Time Collection | ☐ | ☐ | ☐ |
| Time Entry | ☐ | ☐ | ☐ |
| Labor Distribution | ☐ | ☐ | ☐ |

## 7. Does your Agency process payroll for other state agencies?

○ Yes

◉ No

## 8. If yes, please list the agencies and associated service fees.

|  | Agency Name | Service Fee |
|---|---|---|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |

## 9. Excluding CIPPS, does your Agency utilize any applications or systems to process payroll?

○ Yes

◉ No

**10. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process.**
**If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

|  | Application/System Name | Module (if applicable) | Version | Maintenance fees |
|---|---|---|---|---|
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

Matrix: part 2 of 2

|  | Employee Training costs | Contractor Support costs | Staffing costs | Why was the system selected? |
|---|---|---|---|---|
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

**11. If you would like us to contact you for more information, please check follow up.**

☐　　Follow Up

**12. For the process of automated or manual Payroll Management in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.**

**If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.**

|  | FTE Count (include tenths) |
|---|---|
| Band - 1 |  |
| Band - 2 |  |
| Band - 3 | .5 |
| Band - 4 | .1 |
| Band - 5 |  |
| Band - 6 |  |
| Band - 7 |  |
| Band - 8 |  |
| Band - 9 |  |
| Contracted Labor |  |

**13. Do any of your automated payroll processes interface with other systems or applications? (For example, does your time collection system interface with your labor distribution system? Or, do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

○ Yes

◉ No

**14. If yes, please identify the specific automated processes, whether or not double data entry is required, and with what frequency the interface is run (for example, weekly, bimonthly, monthly, etc.)**

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**15. Do any of your manual payroll processes share data with other systems or applications? (for example, does your time collection system interface with your labor distribution system? Do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

| ○ | Yes |
|---|---|
| ◉ | No |

**16. If yes, please identify the specific manual processes, whether or not double data entry is required, and with what frequency this manual process is conducted. (for example, weekly, bimonthly, monthly, etc.)**

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**17. Excluding CIPPS, please list any reports that are generated from your system. Please include any data reported, the recipient type, and the frequency of generation.**

|  | Data Reported | Recipient | Frequency |
|---|---|---|---|
| 1. | N/A | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

**18. Do you know of specific payroll reporting tools which you are currently not using that would make your life easier?**

○ Yes

◉ No

**19. If yes, please list the tools.**

1.

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2.

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3.

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4.

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5.

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**20. Please list up to five strengths of your current business processes for payroll.**

1.

Payroll is processed by Payroll Services Bureau

2.

Tax staff time related to payroll is very minimal

3.

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4.

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5.

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**21. Please list up to five opportunities for improvement in your current business processes for payroll.**

1.

PAT (Payroll Auditing Tool) should be more user friendly and should be able to produce reports in Word or Excel format

2.

Replace CIPPS with a more user friendly system

3.

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4.

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5.

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**22. Please identify up to five attributes, features, and/or characteristics you wish for in an ideal payroll process.**

1.

Ability to download payroll information from FINDS for the entire fiscal year

2.

Ability to process payrolls as needed (for items that were previously keyed wrong or underpayed)

3.

Replace CIPPS with a web based system that is more user friendly

4.

Ability to key wage timesheets into an automated system once that would automatically process the wage payroll

5.

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**23. From your perspective, please list the top five components of the current systems that work especially well.**

1.

CIPPS is reliable - we receive a paycheck every payperiod

2.

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3.

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4.

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5.

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**24. From your perspective, please identify the components that have significant limitations or require significant manual effort.**

The Certification process requires a lot of manual effort and requires the employee to "toggle" between screens before they can certify the agency payroll.  The process should be more user friendly.

**25. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process?  If so, please provide the relevant citation.**

N/A

**26. If you have any other concerns or comments about this functional area, please include them here.**

Currently the Payroll Services Bureau operated by the Department of Account processes the payroll for the department of Taxation.  Also, the Commonwealth would benefit if other agencies were to have the Payroll Services Bureau process their payroll.

**Payroll Management involves the administration and determination of state employee compensation.  Note: See Payments Function within the Financial Management line of business for the actual payment of salary and expenses.**

**1. Are all employees in your Agency paid on the same pay calendar or pay frequency?**

○  Yes

◉  No

**2. If yes, please state the standard pay calendar or frequency.**

..................................................................................................................................

**3. Please indicate the certifying agent for your Agency's payroll.**

☐  Agency Head

☐  Fiscal Officer

☐  Payroll Manager

Other

FINANCIAL MGR,HR MGR,BUSINESS OFFICE MGR

**4. For your Agency, check those activities included in your certification process.**

☐  Review of input documents

☑  Review of actions by entry operator

☐  Comparison to prior period Amts

☐  Comparison to budgeted Amts

☐  Usage of CIPPS/FINDS downloads

☐  Usage of PAT (Payroll Auditing Tool)

Other

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## 5. Does your Agency process payroll at multiple work locations?

- ○ Yes
- ◉ No

## 6. If yes, where is time collection processed?  For each column, check all that apply.

|  | Local | Regional/District | Central |
|---|---|---|---|
| Time Collection | ☐ | ☐ | ☐ |
| Time Entry | ☐ | ☐ | ☐ |
| Labor Distribution | ☐ | ☐ | ☐ |

## 7. Does your Agency process payroll for other state agencies?

- ○ Yes
- ◉ No

## 8. If yes, please list the agencies and associated service fees.

|  | Agency Name | Service Fee |
|---|---|---|
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |

## 9. Excluding CIPPS, does your Agency utilize any applications or systems to process payroll?

- ○ Yes
- ◉ No

**10. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process.**
**If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

|  | Application/System Name | Module (if applicable) | Version | Maintenance fees |
|---|---|---|---|---|
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

Matrix: part 2 of 2

|  | Employee Training costs | Contractor Support costs | Staffing costs | Why was the system selected? |
|---|---|---|---|---|
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

**11. If you would like us to contact you for more information, please check follow up.**

☐ Follow Up

**12. For the process of automated or manual Payroll Management in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.**

**If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.**

|  | FTE Count (include tenths) |
|---|---|
| Band - 1 |  |
| Band - 2 |  |
| Band - 3 | .5 |
| Band - 4 | 1.0 |
| Band - 5 |  |
| Band - 6 |  |
| Band - 7 |  |
| Band - 8 |  |
| Band - 9 |  |
| Contracted Labor |  |

**13. Do any of your automated payroll processes interface with other systems or applications? (For example, does your time collection system interface with your labor distribution system? Or, do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

○ Yes

◉ No

**14.** If yes, please identify the specific automated processes, whether or not double data entry is required, and with what frequency the interface is run (for example, weekly, bimonthly, monthly, etc.)

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**15.** Do any of your manual payroll processes share data with other systems or applications?  (for example, does your time collection system interface with your labor distribution system?  Do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)

| ○ | Yes |
|---|---|
| ◉ | No |

**16.** If yes, please identify the specific manual processes, whether or not double data entry is required, and with what frequency this manual process is conducted. (for example, weekly, bimonthly, monthly, etc.)

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**17. Excluding CIPPS, please list any reports that are generated from your system. Please include any data reported, the recipient type, and the frequency of generation.**

|  | Data Reported | Recipient | Frequency |
|---|---|---|---|
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**18. Do you know of specific payroll reporting tools which you are currently not using that would make your life easier?**

○ Yes

◉ No

**19. If yes, please list the tools.**

1.

......................................................................................................................................

2.

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3.

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4.

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5.

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**20. Please list up to five strengths of your current business processes for payroll.**

1.

KRONOS

2.

EXCEL

3.

REPORT LINE

4.

CIPPS

5.

PAYLINE

**21. Please list up to five opportunities for improvement in your current business processes for payroll.**

1.

KRONOS TO CIPPS AUTOMATION

2.

REPORTLINE DOWNLOAD TO CD DISK

3.

PAYROLL CD DISK LIBRARY (AUDIT)

4.

TRACK LEAVE TAKEN IN KRONOS

5.

...........................................................................................................................

**22. Please identify up to five attributes, features, and/or characteristics you wish for in an ideal payroll process.**

1.

AUTOMATION - NO KEYING

2.

LEAVE TO INTERFACE WITH KRONOS

3.

BI-WEEKLY PAYROLL PROCESS, BETTER TIME KEEPING

4.

PAY EMPLOYEE HOURS WORKED SO OT IS PAID AS EARNED

5.

BETTER TRACKING FOR PT HOURS

**23. From your perspective, please list the top five components of the current systems that work especially well.**

1.

KRONOS TIMEKEEPING

2.

PAYLINE

3.

REPORTLINE

4.

CAPP MANUAL

5.

CIPPS FOR LOOKING UP INFORMATION

**24. From your perspective, please identify the components that have significant limitations or require significant manual effort.**

KEYING OF PAYROLL IS 100% MANUAL WORKING TO HAVE IT INTERFACE WITH KRONOS TO CIPPS. LEAVE NEEDS TO INTERFACE WITH KRONOS SO PAYROLL SHOWS WHEN LEAVE IS USED.

**25. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process?  If so, please provide the relevant citation.**

NONE TO MY KNOWLEDGE

**26. If you have any other concerns or comments about this functional area, please include them here.**

**Payroll Management involves the administration and determination of state employee compensation.  Note: See Payments Function within the Financial Management line of business for the actual payment of salary and expenses.**

**1. Are all employees in your Agency paid on the same pay calendar or pay frequency?**

- ◉ Yes
- ○ No

**2. If yes, please state the standard pay calendar or frequency.**

1st and 16th

**3. Please indicate the certifying agent for your Agency's payroll.**

- ☑ Agency Head
- ☑ Fiscal Officer
- ☐ Payroll Manager

Other

..................................................................................................................

**4. For your Agency, check those activities included in your certification process.**

- ☐ Review of input documents
- ☐ Review of actions by entry operator
- ☑ Comparison to prior period Amts
- ☐ Comparison to budgeted Amts
- ☐ Usage of CIPPS/FINDS downloads
- ☐ Usage of PAT (Payroll Auditing Tool)

Other

..................................................................................................................

## 5. Does your Agency process payroll at multiple work locations?

○ Yes

◉ No

## 6. If yes, where is time collection processed?  For each column, check all that apply.

|  | Local | Regional/District | Central |
|---|:---:|:---:|:---:|
| Time Collection | ☐ | ☐ | ☐ |
| Time Entry | ☐ | ☐ | ☐ |
| Labor Distribution | ☐ | ☐ | ☐ |

## 7. Does your Agency process payroll for other state agencies?

◉ Yes

○ No

## 8. If yes, please list the agencies and associated service fees.

|  | Agency Name | Service Fee |
|---|---|---|
| 1. | Office of Commonwealth Preparedness | $ 0 |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |

## 9. Excluding CIPPS, does your Agency utilize any applications or systems to process payroll?

○ Yes

◉ No

**10. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process.**
**If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

|  | Application/System Name | Module (if applicable) | Version | Maintenance fees |
|---|---|---|---|---|
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

**10. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process.**
**If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 2 of 2

|  | Employee Training costs | Contractor Support costs | Staffing costs | Why was the system selected? |
|---|---|---|---|---|
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

**11. If you would like us to contact you for more information, please check follow up.**

☐     Follow Up

**12. For the process of automated or manual Payroll Management in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.**

**If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.**

|  | FTE Count (include tenths) |
|---|---|
| Band - 1 |  |
| Band - 2 |  |
| Band - 3 | .1 |
| Band - 4 | .3 |
| Band - 5 |  |
| Band - 6 |  |
| Band - 7 |  |
| Band - 8 |  |
| Band - 9 |  |
| Contracted Labor |  |

**13. Do any of your automated payroll processes interface with other systems or applications? (For example, does your time collection system interface with your labor distribution system? Or, do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

○ Yes

◉ No

**14. If yes, please identify the specific automated processes, whether or not double data entry is required, and with what frequency the interface is run (for example, weekly, bimonthly, monthly, etc.)**

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**15. Do any of your manual payroll processes share data with other systems or applications? (for example, does your time collection system interface with your labor distribution system? Do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

| ○ | Yes |
|---|---|
| ◉ | No |

**16. If yes, please identify the specific manual processes, whether or not double data entry is required, and with what frequency this manual process is conducted. (for example, weekly, bimonthly, monthly, etc.)**

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**17. Excluding CIPPS, please list any reports that are generated from your system.  Please include any data reported, the recipient type, and the frequency of generation.**

|  | Data Reported | Recipient | Frequency |
|---|---|---|---|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

**18. Do you know of specific payroll reporting tools which you are currently not using that would make your life easier?**

○ Yes

◉ No

**19. If yes, please list the tools.**

1.

...........................................................................................................................................

2.

...........................................................................................................................................

3.

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4.

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5.

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## 20. Please list up to five strengths of your current business processes for payroll.

1.

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2.

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3.

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4.

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5.

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## 21. Please list up to five opportunities for improvement in your current business processes for payroll.

1.

Queries

2.

Reconciliation

3.

Download detail information from CIPPS

4.

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5.

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**22. Please identify up to five attributes, features, and/or characteristics you wish for in an ideal payroll process.**

1.

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2.

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3.

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4.

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5.

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**23. From your perspective, please list the top five components of the current systems that work especially well.**

1.

................................................................................................................................

2.

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3.

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4.

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5.

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**24. From your perspective, please identify the components that have significant limitations or require significant manual effort.**

**25. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process?  If so, please provide the relevant citation.**

No

**26. If you have any other concerns or comments about this functional area, please include them here.**

**Payroll Management involves the administration and determination of state employee compensation.  Note: See Payments Function within the Financial Management line of business for the actual payment of salary and expenses.**

**1. Are all employees in your Agency paid on the same pay calendar or pay frequency?**

○   Yes

◉   No

**2. If yes, please state the standard pay calendar or frequency.**

......................................................................................................................................

**3. Please indicate the certifying agent for your Agency's payroll.**

☐   Agency Head

☑   Fiscal Officer

☐   Payroll Manager

Other

We require both District and Central Office certification

**4. For your Agency, check those activities included in your certification process.**

☑   Review of input documents

☑   Review of actions by entry operator

☑   Comparison to prior period Amts

☑   Comparison to budgeted Amts

☑   Usage of CIPPS/FINDS downloads

☑   Usage of PAT (Payroll Auditing Tool)

Other

Level of review differs according to level of certification

## 5. Does your Agency process payroll at multiple work locations?

- ◉ Yes
- ○ No

## 6. If yes, where is time collection processed?  For each column, check all that apply.

| | Local | Regional/District | Central |
|---|---|---|---|
| Time Collection | ☑ | ☑ | ☑ |
| Time Entry | ☑ | ☑ | ☑ |
| Labor Distribution | ☐ | ☑ | ☑ |

## 7. Does your Agency process payroll for other state agencies?

- ○ Yes
- ◉ No

## 8. If yes, please list the agencies and associated service fees.

| | Agency Name | Service Fee |
|---|---|---|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |

## 9. Excluding CIPPS, does your Agency utilize any applications or systems to process payroll?

- ◉ Yes
- ○ No

**10. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process.**
**If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

|  | Application/System Name | Module (if applicable) | Version | Maintenance fees |
|---|---|---|---|---|
| 1. | PeopleSoft PeopleTools FMS | Time Entry (See Time and Labor) | Custom Design | $ 0 |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

Matrix: part 2 of 2

|  | Employee Training costs | Contractor Support costs | Staffing costs | Why was the system selected? |
|---|---|---|---|---|
| 1. | $ 0 | $ 84,520 |  | Custom Designed |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

**11. If you would like us to contact you for more information, please check follow up.**

☐  Follow Up

**12. For the process of automated or manual Payroll Management in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.**

**If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.**

|  | FTE Count (include tenths) |
|---|---|
| Band - 1 | .0 |
| Band - 2 | |
| Band - 3 | 10.3 |
| Band - 4 | 20.7 |
| Band - 5 | .5 |
| Band - 6 | |
| Band - 7 | |
| Band - 8 | |
| Band - 9 | |
| Contracted Labor | |

**13. Do any of your automated payroll processes interface with other systems or applications? (For example, does your time collection system interface with your labor distribution system? Or, do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

| ◉ | Yes |
|---|---|
| ○ | No |

**14. If yes, please identify the specific automated processes, whether or not double data entry is required, and with what frequency the interface is run (for example, weekly, bimonthly, monthly, etc.)**

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. | Time and Labor Distribution | No | |
| 2. | CIPPS | No | |
| 3. | Allocation of payroll - to projects, cost centers, etc. | No | |
| 4. | Accounts Receivable | No | |
| 5. | 1099 Process | No | |

**15. Do any of your manual payroll processes share data with other systems or applications?  (for example, does your time collection system interface with your labor distribution system?  Do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

| ◉ | Yes |
|---|---|
| ○ | No |

**16. If yes, please identify the specific manual processes, whether or not double data entry is required, and with what frequency this manual process is conducted. (for example, weekly, bimonthly, monthly, etc.)**

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. | Accounts Payable | No | |
| 2. | Accounts Receivable | No | |
| 3. | Project Accounting | No | |
| 4. | CIPPS | No | |
| 5. | 1099 Reporting | No | |

**17. Excluding CIPPS, please list any reports that are generated from your system.  Please include any data reported, the recipient type, and the frequency of generation.**

|  | Data Reported | Recipient | Frequency |
|---|---|---|---|
| 1. | Leave Balance Report | Employee / Supervisor | On demand |
| 2. | Report of Timesheet Approvals | Supervisory staff | On demand |
| 3. | Report of Leave Not Paid | Supervisory staff | On demand |
| 4. | Overtime Summary Report | Managers | On demand |
| 5. | Hourly Utilization Report | Managers | On demand |

**18. Do you know of specific payroll reporting tools which you are currently not using that would make your life easier?**

○ Yes

◉ No

**19. If yes, please list the tools.**

1.

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2.

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3.

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4.

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5.

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**20. Please list up to five strengths of your current business processes for payroll.**

1.

FMS also does hired equipment, inmates, labor, rentals.

2.

On-line edits for coding, leave approvals, etc.

3.

Automated routing for approval of leave, timesheets

4.

Data entered goes to multiple systems, applications

5.

Wide variety of reports available for all levels of users

**21. Please list up to five opportunities for improvement in your current business processes for payroll.**

1.

better coordination with human resources information

2.

.........................................................................................................................................

3.

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4.

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5.

.........................................................................................................................................

## 22. Please identify up to five attributes, features, and/or characteristics you wish for in an ideal payroll process.

1.

One point of data entry with front end edits

2.

Integrated personnel / payroll system

3.

System calculations where appropriate

4.

Ease of use by multiple levels of operators

5.

Report utility and ability to create ad hoc reports

## 23. From your perspective, please list the top five components of the current systems that work especially well.

1.

Information is available timely / accurately

2.

Hired equipment, rental, inmate labor also use process (can set default timesheets)

3.

On-line edits reduce opportunity for error.

4.

Ability to track cost by project, cost center, contract, etc.

5.

Provides system of record - no paper timesheets required

## 24. From your perspective, please identify the components that have significant limitations or require significant manual effort.

--

**25. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process?  If so, please provide the relevant citation.**

Federally reimbursable costs must be identifiable as to cost center, project, etc., and by type of work performed in order to meet FHWA, FAR requirements.
MANDATORY.

**26. If you have any other concerns or comments about this functional area, please include them here.**

Federally reimbursable costs must be identifiable as to cost center, project, etc., and by type of work performed in order to meet FHWA, FAR requirements.
MANDATORY.
Please note, on questions asking for frequency data such as daily, weekly, ect. the tool edits would not accept text responses (only numbers).  If additional data is needed, please advise.  FTE data for question 10 relates to changes to employee payroll records, filing, miscellaneous calculations on special pay, payroll/benefit reconciliations, and payroll certifications.

**Payroll Management involves the administration and determination of state employee compensation.  Note: See Payments Function within the Financial Management line of business for the actual payment of salary and expenses.**

**1. Are all employees in your Agency paid on the same pay calendar or pay frequency?**

○    Yes

◉    No

**2. If yes, please state the standard pay calendar or frequency.**

..........................................................................................................................................

**3. Please indicate the certifying agent for your Agency's payroll.**

☐    Agency Head

☐    Fiscal Officer

☑    Payroll Manager

Other

Ass't Director of Finance

**4. For your Agency, check those activities included in your certification process.**

☑    Review of input documents

☑    Review of actions by entry operator

☑    Comparison to prior period Amts

☐    Comparison to budgeted Amts

☐    Usage of CIPPS/FINDS downloads

☐    Usage of PAT (Payroll Auditing Tool)

Other

..........................................................................................................................................

## 5. Does your Agency process payroll at multiple work locations?

○ Yes

◉ No

## 6. If yes, where is time collection processed?  For each column, check all that apply.

|  | Local | Regional/District | Central |
|---|---|---|---|
| Time Collection | ☐ | ☐ | ☐ |
| Time Entry | ☐ | ☐ | ☐ |
| Labor Distribution | ☐ | ☐ | ☐ |

## 7. Does your Agency process payroll for other state agencies?

○ Yes

◉ No

## 8. If yes, please list the agencies and associated service fees.

|  | Agency Name | Service Fee |
|---|---|---|
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |

## 9. Excluding CIPPS, does your Agency utilize any applications or systems to process payroll?

◉ Yes

○ No

**10. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process.**
**If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

|  | Application/System Name | Module (if applicable) | Version | Maintenance fees |
|---|---|---|---|---|
| 1. | TimeKeepers |  |  | $ 0 |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

Matrix: part 2 of 2

|  | Employee Training costs | Contractor Support costs | Staffing costs | Why was the system selected? |
|---|---|---|---|---|
| 1. | $ 1,000 | $ 0 | $ 0 | Internally developed to interface with existing federal systems |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

**11. If you would like us to contact you for more information, please check follow up.**

☐ Follow Up

**12. For the process of automated or manual Payroll Management in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.**

**If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.**

|  | FTE Count (include tenths) |
|---|---|
| Band - 1 | |
| Band - 2 | |
| Band - 3 | |
| Band - 4 | |
| Band - 5 | |
| Band - 6 | |
| Band - 7 | |
| Band - 8 | |
| Band - 9 | |
| Contracted Labor | |

**13. Do any of your automated payroll processes interface with other systems or applications? (For example, does your time collection system interface with your labor distribution system? Or, do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

○ Yes

◉ No

**14. If yes, please identify the specific automated processes, whether or not double data entry is required, and with what frequency the interface is run (for example, weekly, bimonthly, monthly, etc.)**

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**15. Do any of your manual payroll processes share data with other systems or applications? (for example, does your time collection system interface with your labor distribution system? Do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

| ◉ | Yes |
|---|---|
| ○ | No |

**16. If yes, please identify the specific manual processes, whether or not double data entry is required, and with what frequency this manual process is conducted. (for example, weekly, bimonthly, monthly, etc.)**

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. | Timekeepers (an internal system) | Yes | 24 |
| 2. | CIPPS/SESA | Yes | 24 |
| 3. | Identity Management (internal system) | No | 365 |
| 4. |  |  |  |
| 5. |  |  |  |

**17. Excluding CIPPS, please list any reports that are generated from your system.  Please include any data reported, the recipient type, and the frequency of generation.**

|  | Data Reported | Recipient | Frequency |
|---|---|---|---|
| 1. | Pay vs time sheet discrepancies | Payroll Administrator | Monthly |
| 2. | Wage and Overtime | Payroll Administrator | semi-monthly |
| 3. | Employee data | Management | daily, as data changes |
| 4. |  |  |  |
| 5. |  |  |  |

**18. Do you know of specific payroll reporting tools which you are currently not using that would make your life easier?**

○  Yes

◉  No

**19. If yes, please list the tools.**

1.

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2.

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3.

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4.

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5.

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## 20. Please list up to five strengths of your current business processes for payroll.

1.

Internal Controls

2.

Review and verification

3.

Eliminates calculation errors

4.

Segregation of Duties

5.

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## 21. Please list up to five opportunities for improvement in your current business processes for payroll.

1.

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2.

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3.

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4.

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5.

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**22. Please identify up to five attributes, features, and/or characteristics you wish for in an ideal payroll process.**

1.

Overall satisfied

2.

Could make CIPPS more user friendly

3.

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4.

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5.

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**23. From your perspective, please list the top five components of the current systems that work especially well.**

1.

Reports

2.

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3.

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4.

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5.

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**24. From your perspective, please identify the components that have significant limitations or require significant manual effort.**

VSDP information flow

**25. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.**

**26. If you have any other concerns or comments about this functional area, please include them here.**

**Payroll Management involves the administration and determination of state employee compensation.  Note: See Payments Function within the Financial Management line of business for the actual payment of salary and expenses.**

**1. Are all employees in your Agency paid on the same pay calendar or pay frequency?**

◉ Yes

○ No

**2. If yes, please state the standard pay calendar or frequency.**

semi-monthly

**3. Please indicate the certifying agent for your Agency's payroll.**

☐ Agency Head

☑ Fiscal Officer

☐ Payroll Manager

Other

......................................................................................................................

**4. For your Agency, check those activities included in your certification process.**

☐ Review of input documents

☐ Review of actions by entry operator

☐ Comparison to prior period Amts

☐ Comparison to budgeted Amts

☐ Usage of CIPPS/FINDS downloads

☑ Usage of PAT (Payroll Auditing Tool)

Other

......................................................................................................................

## 5. Does your Agency process payroll at multiple work locations?

○ Yes

◉ No

## 6. If yes, where is time collection processed?  For each column, check all that apply.

|  | Local | Regional/District | Central |
|---|---|---|---|
| Time Collection | ☐ | ☐ | ☐ |
| Time Entry | ☐ | ☐ | ☐ |
| Labor Distribution | ☐ | ☐ | ☐ |

## 7. Does your Agency process payroll for other state agencies?

○ Yes

◉ No

## 8. If yes, please list the agencies and associated service fees.

|  | Agency Name | Service Fee |
|---|---|---|
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |

## 9. Excluding CIPPS, does your Agency utilize any applications or systems to process payroll?

○ Yes

◉ No

**10. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process.**
**If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

|  | Application/System Name | Module (if applicable) | Version | Maintenance fees |
|---|---|---|---|---|
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

**10. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process.**
**If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 2 of 2

|  | Employee Training costs | Contractor Support costs | Staffing costs | Why was the system selected? |
|---|---|---|---|---|
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

**11. If you would like us to contact you for more information, please check follow up.**

☐　Follow Up

**12. For the process of automated or manual Payroll Management in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.**

**If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.**

| | FTE Count (include tenths) |
|---|---|
| Band - 1 | |
| Band - 2 | |
| Band - 3 | 4.0 |
| Band - 4 | 1.0 |
| Band - 5 | |
| Band - 6 | .1 |
| Band - 7 | |
| Band - 8 | |
| Band - 9 | |
| Contracted Labor | |

**13. Do any of your automated payroll processes interface with other systems or applications? (For example, does your time collection system interface with your labor distribution system? Or, do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

| | |
|---|---|
| ○ | Yes |
| ◉ | No |

**14. If yes, please identify the specific automated processes, whether or not double data entry is required, and with what frequency the interface is run (for example, weekly, bimonthly, monthly, etc.)**

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**15. Do any of your manual payroll processes share data with other systems or applications? (for example, does your time collection system interface with your labor distribution system? Do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

| ○ | Yes |
|---|---|
| ◉ | No |

**16. If yes, please identify the specific manual processes, whether or not double data entry is required, and with what frequency this manual process is conducted. (for example, weekly, bimonthly, monthly, etc.)**

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**17. Excluding CIPPS, please list any reports that are generated from your system.  Please include any data reported, the recipient type, and the frequency of generation.**

|  | Data Reported | Recipient | Frequency |
|---|---|---|---|
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**18. Do you know of specific payroll reporting tools which you are currently not using that would make your life easier?**

○ Yes

◉ No

**19. If yes, please list the tools.**

1.

............................................................................................................................

2.

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3.

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4.

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5.

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**20. Please list up to five strengths of your current business processes for payroll.**

1.

documentation for all transactions

2.

cooperation with HR Unit

3.

follow up with HR regarding transactions

4.

reviewing entries prior to certification

5.

......................................................................................................................................

**21. Please list up to five opportunities for improvement in your current business processes for payroll.**

1.

more electronic submission

2.

......................................................................................................................................

3.

......................................................................................................................................

4.

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5.

......................................................................................................................................

**22. Please identify up to five attributes, features, and/or characteristics you wish for in an ideal payroll process.**

1.

intergration with PMIS and CIPPS

2.

...........................................................................................................................

3.

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4.

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5.

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**23. From your perspective, please list the top five components of the current systems that work especially well.**

1.

PAT

2.

payroll supv is very knowledgeble on CIPPS system

3.

...........................................................................................................................

4.

...........................................................................................................................

5.

...........................................................................................................................

**24. From your perspective, please identify the components that have significant limitations or require significant manual effort.**

CIPPS/PMIS Compare report
LEAVE process is mostly manual and work intensive; should be electronic submitted and uploaded.

**25. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process?  If so, please provide the relevant citation.**

Competitive offer in the compensation reform policy is causing increased turnover, thereby causing the loss of valuable knowledge due to inadeququencies in the present system.

**26. If you have any other concerns or comments about this functional area, please include them here.**

the biggest problem is the lack of intergration between systems, CARS< PMIS< CIPPS, and the lack of electronic submission.  We have a tremendous amount of paper, that could be reduced.

**Payroll Management involves the administration and determination of state employee compensation.  Note: See Payments Function within the Financial Management line of business for the actual payment of salary and expenses.**

**1. Are all employees in your Agency paid on the same pay calendar or pay frequency?**

◉ Yes

○ No

**2. If yes, please state the standard pay calendar or frequency.**

Statewide schedules for FTES and for P14s

**3. Please indicate the certifying agent for your Agency's payroll.**

☑ Agency Head

☐ Fiscal Officer

☑ Payroll Manager

Other

............................................................................................................................

**4. For your Agency, check those activities included in your certification process.**

☑ Review of input documents

☐ Review of actions by entry operator

☐ Comparison to prior period Amts

☐ Comparison to budgeted Amts

☐ Usage of CIPPS/FINDS downloads

☐ Usage of PAT (Payroll Auditing Tool)

Other

............................................................................................................................

## 5. Does your Agency process payroll at multiple work locations?

○ Yes

◉ No

## 6. If yes, where is time collection processed?  For each column, check all that apply.

|  | Local | Regional/District | Central |
|---|:---:|:---:|:---:|
| Time Collection | ☐ | ☐ | ☐ |
| Time Entry | ☐ | ☐ | ☐ |
| Labor Distribution | ☐ | ☐ | ☐ |

## 7. Does your Agency process payroll for other state agencies?

○ Yes

◉ No

## 8. If yes, please list the agencies and associated service fees.

|  | Agency Name | Service Fee |
|---|---|---|
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |

## 9. Excluding CIPPS, does your Agency utilize any applications or systems to process payroll?

○ Yes

◉ No

**10. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process.**
**If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

|  | Application/System Name | Module (if applicable) | Version | Maintenance fees |
|---|---|---|---|---|
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

**10. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process.**
**If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 2 of 2

|  | Employee Training costs | Contractor Support costs | Staffing costs | Why was the system selected? |
|---|---|---|---|---|
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

**11. If you would like us to contact you for more information, please check follow up.**

☐    Follow Up

**12. For the process of automated or manual Payroll Management in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.**

**If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.**

|  | FTE Count (include tenths) |
|---|---|
| Band - 1 |  |
| Band - 2 |  |
| Band - 3 | .3 |
| Band - 4 |  |
| Band - 5 |  |
| Band - 6 |  |
| Band - 7 |  |
| Band - 8 |  |
| Band - 9 |  |
| Contracted Labor |  |

**13. Do any of your automated payroll processes interface with other systems or applications? (For example, does your time collection system interface with your labor distribution system? Or, do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

○ Yes

◉ No

**14. If yes, please identify the specific automated processes, whether or not double data entry is required, and with what frequency the interface is run (for example, weekly, bimonthly, monthly, etc.)**

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**15. Do any of your manual payroll processes share data with other systems or applications?  (for example, does your time collection system interface with your labor distribution system?  Do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

| ○ | Yes |
|---|---|
| ◉ | No |

**16. If yes, please identify the specific manual processes, whether or not double data entry is required, and with what frequency this manual process is conducted. (for example, weekly, bimonthly, monthly, etc.)**

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**17. Excluding CIPPS, please list any reports that are generated from your system.  Please include any data reported, the recipient type, and the frequency of generation.**

|  | Data Reported | Recipient | Frequency |
|---|---|---|---|
| 1. | n/a | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

**18. Do you know of specific payroll reporting tools which you are currently not using that would make your life easier?**

○ Yes

◉ No

**19. If yes, please list the tools.**

1.

....................................................................................................................................

2.

....................................................................................................................................

3.

....................................................................................................................................

4.

....................................................................................................................................

5.

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## 20. Please list up to five strengths of your current business processes for payroll.

1.

   ..................................................................................................................................

2.

   ..................................................................................................................................

3.

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4.

   ..................................................................................................................................

5.

   ..................................................................................................................................

## 21. Please list up to five opportunities for improvement in your current business processes for payroll.

1.

   ..................................................................................................................................

2.

   ..................................................................................................................................

3.

   ..................................................................................................................................

4.

   ..................................................................................................................................

5.

   ..................................................................................................................................

**22. Please identify up to five attributes, features, and/or characteristics you wish for in an ideal payroll process.**

1.

Workability ...including ease of use

2.

Intuitive

3.

On-line help in conjunction with...

4.

...edits & traps

5.

Simplicity

**23. From your perspective, please list the top five components of the current systems that work especially well.**

1.

...................................................................................................................................

2.

...................................................................................................................................

3.

...................................................................................................................................

4.

...................................................................................................................................

5.

...................................................................................................................................

**24. From your perspective, please identify the components that have significant limitations or require significant manual effort.**

**25. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.**

None known.

**26. If you have any other concerns or comments about this functional area, please include them here.**

Overall Caveat - DFP has an MOU with DHRM for most services/interface with DOA-Payrol Svcs Bureau. A small agency, DFP utilizes the Exec. Dir's. Secy. (...an FTE )as P/T Payroll Clerk (#8)
#1 - We only use the DHRM produced annual processing calendar whereby there are teo slightly non-aligned pay Pds. for FTEs vs P14s
#9 - No mother automation than statewide applications

**Payroll Management involves the administration and determination of state employee compensation.  Note: See Payments Function within the Financial Management line of business for the actual payment of salary and expenses.**

## 1. Are all employees in your Agency paid on the same pay calendar or pay frequency?

◉　Yes

○　No

## 2. If yes, please state the standard pay calendar or frequency.

24 pays per calendar year

## 3. Please indicate the certifying agent for your Agency's payroll.

☐　Agency Head

☑　Fiscal Officer

☐　Payroll Manager

Other

..............................................................................................................................

## 4. For your Agency, check those activities included in your certification process.

☑　Review of input documents

☑　Review of actions by entry operator

☐　Comparison to prior period Amts

☑　Comparison to budgeted Amts

☐　Usage of CIPPS/FINDS downloads

☐　Usage of PAT (Payroll Auditing Tool)

Other

..............................................................................................................................

## 5. Does your Agency process payroll at multiple work locations?

- ○ Yes
- ◉ No

## 6. If yes, where is time collection processed?  For each column, check all that apply.

|  | Local | Regional/District | Central |
|---|---|---|---|
| Time Collection | ☐ | ☐ | ☐ |
| Time Entry | ☐ | ☐ | ☐ |
| Labor Distribution | ☐ | ☐ | ☐ |

## 7. Does your Agency process payroll for other state agencies?

- ○ Yes
- ◉ No

## 8. If yes, please list the agencies and associated service fees.

|  | Agency Name | Service Fee |
|---|---|---|
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |

## 9. Excluding CIPPS, does your Agency utilize any applications or systems to process payroll?

- ○ Yes
- ◉ No

**10. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process.**
**If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

|  | Application/System Name | Module (if applicable) | Version | Maintenance fees |
|---|---|---|---|---|
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

**10. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process.**
**If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 2 of 2

|  | Employee Training costs | Contractor Support costs | Staffing costs | Why was the system selected? |
|---|---|---|---|---|
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

**11. If you would like us to contact you for more information, please check follow up.**

☐    Follow Up

**12. For the process of automated or manual Payroll Management in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.**

**If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.**

|  | FTE Count (include tenths) |
|---|---|
| Band - 1 | |
| Band - 2 | |
| Band - 3 | .8 |
| Band - 4 | |
| Band - 5 | |
| Band - 6 | |
| Band - 7 | |
| Band - 8 | |
| Band - 9 | |
| Contracted Labor | |

**13. Do any of your automated payroll processes interface with other systems or applications? (For example, does your time collection system interface with your labor distribution system? Or, do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

○ Yes

◉ No

**14. If yes, please identify the specific automated processes, whether or not double data entry is required, and with what frequency the interface is run (for example, weekly, bimonthly, monthly, etc.)**

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**15. Do any of your manual payroll processes share data with other systems or applications? (for example, does your time collection system interface with your labor distribution system? Do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

| ○ | Yes |
|---|---|
| ◉ | No |

**16. If yes, please identify the specific manual processes, whether or not double data entry is required, and with what frequency this manual process is conducted. (for example, weekly, bimonthly, monthly, etc.)**

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**17. Excluding CIPPS, please list any reports that are generated from your system. Please include any data reported, the recipient type, and the frequency of generation.**

|  | Data Reported | Recipient | Frequency |
|---|---|---|---|
| 1. | na | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

**18. Do you know of specific payroll reporting tools which you are currently not using that would make your life easier?**

◉ Yes

○ No

**19. If yes, please list the tools.**

1.

Finds download not used yet

2.

..............................................................................................................................

3.

..............................................................................................................................

4.

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5.

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**20. Please list up to five strengths of your current business processes for payroll.**

1.

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2.

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3.

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4.

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5.

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**21. Please list up to five opportunities for improvement in your current business processes for payroll.**

1.

deleting sections on cipps screens that are not used.

2.

................................................................................................................

3.

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4.

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5.

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**22. Please identify up to five attributes, features, and/or characteristics you wish for in an ideal payroll process.**

1.

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2.

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3.

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4.

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5.

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**23. From your perspective, please list the top five components of the current systems that work especially well.**

1.

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2.

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3.

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4.

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5.

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**24. From your perspective, please identify the components that have significant limitations or require significant manual effort.**

When Cipps was recently upgraded on some
screens you now have to remember to tab to
the next location starting a new line.

**25. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process?  If so, please provide the relevant citation.**

**26. If you have any other concerns or comments about this functional area, please include them here.**

I Have had problems dealing with the Third
party administrator with employee deductions.

**Payroll Management involves the administration and determination of state employee compensation.  Note: See Payments Function within the Financial Management line of business for the actual payment of salary and expenses.**

**1. Are all employees in your Agency paid on the same pay calendar or pay frequency?**

◉ Yes

○ No

**2. If yes, please state the standard pay calendar or frequency.**

Semi-Monthly

**3. Please indicate the certifying agent for your Agency's payroll.**

☐ Agency Head

☑ Fiscal Officer

☑ Payroll Manager

Other

Fiscal Director, General Accounting Manager, Compliance and Disbursement Manager

## 4. For your Agency, check those activities included in your certification process.

- ☑ Review of input documents
- ☑ Review of actions by entry operator
- ☑ Comparison to prior period Amts
- ☐ Comparison to budgeted Amts
- ☑ Usage of CIPPS/FINDS downloads
- ☑ Usage of PAT (Payroll Auditing Tool)

Other

………………………………………………………………………………………………………………

## 5. Does your Agency process payroll at multiple work locations?

- ○ Yes
- ⦿ No

## 6. If yes, where is time collection processed?  For each column, check all that apply.

|  | Local | Regional/District | Central |
|---|---|---|---|
| Time Collection | ☐ | ☐ | ☐ |
| Time Entry | ☐ | ☐ | ☐ |
| Labor Distribution | ☐ | ☐ | ☐ |

## 7. Does your Agency process payroll for other state agencies?

- ⦿ Yes
- ○ No

## 8. If yes, please list the agencies and associated service fees.

|  | Agency Name | Service Fee |
|---|---|---|
| 1. | Virginia Tobacco and Settlement Foundation | $ 65,000 |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |

## 9. Excluding CIPPS, does your Agency utilize any applications or systems to process payroll?

○ Yes

◉ No

## 10. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process.
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2

|  | Application/System Name | Module (if applicable) | Version | Maintenance fees |
|---|---|---|---|---|
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

**10. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process.**
**If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 2 of 2

|  | Employee Training costs | Contractor Support costs | Staffing costs | Why was the system selected? |
|---|---|---|---|---|
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

**11. If you would like us to contact you for more information, please check follow up.**

☐ Follow Up

**12. For the process of automated or manual Payroll Management in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.**

**If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.**

|  | FTE Count (include tenths) |
|---|---|
| Band - 1 | |
| Band - 2 | |
| Band - 3 | 5.0 |
| Band - 4 | 1.0 |
| Band - 5 | 1.0 |
| Band - 6 | |
| Band - 7 | |
| Band - 8 | |
| Band - 9 | |
| Contracted Labor | |

**13. Do any of your automated payroll processes interface with other systems or applications? (For example, does your time collection system interface with your labor distribution system? Or, do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

| ◉ | Yes |
|---|---|
| ○ | No |

**14. If yes, please identify the specific automated processes, whether or not double data entry is required, and with what frequency the interface is run (for example, weekly, bimonthly, monthly, etc.)**

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. | Time and Effort Reporting | No | 24 |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

**15. Do any of your manual payroll processes share data with other systems or applications? (for example, does your time collection system interface with your labor distribution system? Do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

○ Yes

◉ No

**16. If yes, please identify the specific manual processes, whether or not double data entry is required, and with what frequency this manual process is conducted. (for example, weekly, bimonthly, monthly, etc.)**

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

**17. Excluding CIPPS, please list any reports that are generated from your system. Please include any data reported, the recipient type, and the frequency of generation.**

|  | Data Reported | Recipient | Frequency |
|---|---|---|---|
| 1. | Staff charged to grants that didn't report time | Cost Center Manager, Sr. Management | Monthly |
| 2. | Value of T&E reported vs charges to CARS | Grant Managers | Quarterly |
| 3. | Calculation of value of time charged to a grant by individual & total value of time charged to a grant | Central Accounting Office & APA | Quarterly |
| 4. |  |  |  |
| 5. |  |  |  |

**18. Do you know of specific payroll reporting tools which you are currently not using that would make your life easier?**

○ Yes

◉ No

**19. If yes, please list the tools.**

1.
..............................................................................................................................

2.
..............................................................................................................................

3.
..............................................................................................................................

4.
..............................................................................................................................

5.
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## 20. Please list up to five strengths of your current business processes for payroll.

1.

Documented procedures and processess are provided (CAPP Manual)

2.

Communications of updates and schedules provided to agencies on a regular basis

3.

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4.

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5.

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## 21. Please list up to five opportunities for improvement in your current business processes for payroll.

1.

Electronic distribution of W-2's and W-2 history maintained in Payline

2.

Expand usage of EDI for deductions utilized frequently by most agencies such as association dues, student loans, IRS, Va Dept of Taxation, bankruptcy, and out of state child support orders

3.

Expand utilization of deductions codes so it reflects the actual deduction being withheld form the employee's paycheck.  For example, bankruptcy and tax lien deductions are reflected as a garnishment on the employee's paycheck

4.

Training opportunities for the payroll and leave system provided infrequently

5.

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## 22. Please identify up to five attributes, features, and/or characteristics you wish for in an ideal payroll process.

1.

A "Windows" environment

2.

Combined systems for HR, Payroll, Leave, and Accounting to eliminate duplication of processes

3.

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4.

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5.

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## 23. From your perspective, please list the top five components of the current systems that work especially well.

1.

The ability to obtain payroll and leave information via web including historical data

2.

The ability to download payroll and leave information in order to create spreadsheets for reporting, review, and meet individual business needs

3.

Edits and reports detailing data keyed that enables review of payroll and identifies potential errors

4.

....................................................................................................................................

5.

....................................................................................................................................

**24. From your perspective, please identify the components that have significant limitations or require significant manual effort.**

Navigation through multiple screens to process new hires, terminations, and deductions.  Limitation on programmatic screen to isolate data and produce mass transactions for code changes.

**25. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process?  If so, please provide the relevant citation.**

Yes, the Code of Virginia Section 40.1-29 requires that we provide a paper earnings notice (pay  stub) if the employee requests it; further, the law permits employees to chose the medium by which they are paid.  Since we cannot legally require employees to have direct deposit, we cannot require them to elect payline (paperless pay stub).

**26. If you have any other concerns or comments about this functional area, please include them here.**

The service fee charged to the Va Tobacco and Settlement Foundation includes all accounting and administrative costs.  The frequency notates for Time & Effort Reporting is semi-monthly.

**Payroll Management involves the administration and determination of state employee compensation.  Note: See Payments Function within the Financial Management line of business for the actual payment of salary and expenses.**

**1. Are all employees in your Agency paid on the same pay calendar or pay frequency?**

◉　　Yes

◯　　No

**2. If yes, please state the standard pay calendar or frequency.**

First and sixteenth of each month, bi monthly

**3. Please indicate the certifying agent for your Agency's payroll.**

☐　　Agency Head

☐　　Fiscal Officer

☐　　Payroll Manager

Other

District does not certify classified payroll but we do certify wage hours

**4. For your Agency, check those activities included in your certification process.**

☑　　Review of input documents

☐　　Review of actions by entry operator

☐　　Comparison to prior period Amts

☐　　Comparison to budgeted Amts

☐　　Usage of CIPPS/FINDS downloads

☐　　Usage of PAT (Payroll Auditing Tool)

Other

...........................................................................................................................

## 5. Does your Agency process payroll at multiple work locations?

○ Yes

◉ No

## 6. If yes, where is time collection processed?  For each column, check all that apply.

|  | Local | Regional/District | Central |
|---|---|---|---|
| Time Collection | ☐ | ☐ | ☐ |
| Time Entry | ☐ | ☐ | ☐ |
| Labor Distribution | ☐ | ☐ | ☐ |

## 7. Does your Agency process payroll for other state agencies?

○ Yes

◉ No

## 8. If yes, please list the agencies and associated service fees.

|  | Agency Name | Service Fee |
|---|---|---|
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |

## 9. Excluding CIPPS, does your Agency utilize any applications or systems to process payroll?

◉ Yes

○ No

**10. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process.**
**If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

|  | Application/System Name | Module (if applicable) | Version | Maintenance fees |
|---|---|---|---|---|
| 1. | Excel for overtime and wage |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

Matrix: part 2 of 2

|  | Employee Training costs | Contractor Support costs | Staffing costs | Why was the system selected? |
|---|---|---|---|---|
| 1. |  |  |  | Forms developed by VDH payroll |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

**11. If you would like us to contact you for more information, please check follow up.**

☐ Follow Up

**12. For the process of automated or manual Payroll Management in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.**

**If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.**

|  | FTE Count (include tenths) |
|---|---|
| Band - 1 | |
| Band - 2 | |
| Band - 3 | .0 |
| Band - 4 | .0 |
| Band - 5 | |
| Band - 6 | |
| Band - 7 | |
| Band - 8 | |
| Band - 9 | |
| Contracted Labor | |

**13. Do any of your automated payroll processes interface with other systems or applications? (For example, does your time collection system interface with your labor distribution system? Or, do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

| ○ | Yes |
|---|---|
| ◉ | No |

**14. If yes, please identify the specific automated processes, whether or not double data entry is required, and with what frequency the interface is run (for example, weekly, bimonthly, monthly, etc.)**

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**15. Do any of your manual payroll processes share data with other systems or applications? (for example, does your time collection system interface with your labor distribution system? Do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

| ○ | Yes |
|---|---|
| ⊙ | No |

**16. If yes, please identify the specific manual processes, whether or not double data entry is required, and with what frequency this manual process is conducted. (for example, weekly, bimonthly, monthly, etc.)**

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**17. Excluding CIPPS, please list any reports that are generated from your system. Please include any data reported, the recipient type, and the frequency of generation.**

|  | Data Reported | Recipient | Frequency |
|---|---|---|---|
| 1. | Overtime sheet | Payroll Department | Whenever overtime is earned |
| 2. | Hours worked for wage employees | Payroll Department | Twice a month (every pay period) |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**18. Do you know of specific payroll reporting tools which you are currently not using that would make your life easier?**

○ Yes

◉ No

**19. If yes, please list the tools.**

1.

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2.

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3.

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4.

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5.

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**20. Please list up to five strengths of your current business processes for payroll.**

1.

All wage employee time sheets are processed at the District office

2.

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3.

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4.

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5.

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**21. Please list up to five opportunities for improvement in your current business processes for payroll.**

1.

LWOP link from the CIPPS leave to payroll system

2.

Communication from Central Payroll to District on any adjustments to normal paychecks

3.

.......................................................................................................................................

4.

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5.

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**22. Please identify up to five attributes, features, and/or characteristics you wish for in an ideal payroll process.**

1.

Transmission of overtime and wage hours electronically versus paper

2.

Links from CARS, CIPPS leave, and other systems to the payroll system

3.

......................................................................................................................

4.

......................................................................................................................

5.

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**23. From your perspective, please list the top five components of the current systems that work especially well.**

1.

......................................................................................................................

2.

......................................................................................................................

3.

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4.

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5.

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**24. From your perspective, please identify the components that have significant limitations or require significant manual effort.**

Notification of LWOP from leave reporting slips to payroll office.  Project, cost, program coding of employee work assignment changes.

**25. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process?  If so, please provide the relevant citation.**

Do not know of any

**26. If you have any other concerns or comments about this functional area, please include them here.**

The survey completed based on changing the word Agency to District in all questions.

**Payroll Management involves the administration and determination of state employee compensation.  Note: See Payments Function within the Financial Management line of business for the actual payment of salary and expenses.**

**1. Are all employees in your Agency paid on the same pay calendar or pay frequency?**

○   Yes

◉   No

**2. If yes, please state the standard pay calendar or frequency.**

.....................................................................................................................................

**3. Please indicate the certifying agent for your Agency's payroll.**

☐   Agency Head

☐   Fiscal Officer

☑   Payroll Manager

Other

Fiscal Officer will certify if Payroll Manager out of office.

**4. For your Agency, check those activities included in your certification process.**

☑   Review of input documents

☑   Review of actions by entry operator

☑   Comparison to prior period Amts

☐   Comparison to budgeted Amts

☑   Usage of CIPPS/FINDS downloads

☑   Usage of PAT (Payroll Auditing Tool)

Other

.....................................................................................................................................

## 5. Does your Agency process payroll at multiple work locations?

○ Yes

◉ No

## 6. If yes, where is time collection processed? For each column, check all that apply.

| | Local | Regional/District | Central |
|---|---|---|---|
| Time Collection | ☐ | ☐ | ☐ |
| Time Entry | ☐ | ☐ | ☐ |
| Labor Distribution | ☐ | ☐ | ☐ |

## 7. Does your Agency process payroll for other state agencies?

○ Yes

◉ No

## 8. If yes, please list the agencies and associated service fees.

| | Agency Name | Service Fee |
|---|---|---|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |

## 9. Excluding CIPPS, does your Agency utilize any applications or systems to process payroll?

◉ Yes

○ No

## 10. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process.
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2

|  | Application/System Name | Module (if applicable) | Version | Maintenance fees |
|---|---|---|---|---|
| 1. | Oracle Financials | Projects | 11.5.9 |  |
| 2. | Excel | N/A | Microsoft 2002 |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

Matrix: part 2 of 2

|  | Employee Training costs | Contractor Support costs | Staffing costs | Why was the system selected? |
|---|---|---|---|---|
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

## 11. If you would like us to contact you for more information, please check follow up.

☑ Follow Up

**12. For the process of automated or manual Payroll Management in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.**

**If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.**

|  | FTE Count (include tenths) |
|---|---|
| Band - 1 |  |
| Band - 2 |  |
| Band - 3 | 1.0 |
| Band - 4 | 1.0 |
| Band - 5 |  |
| Band - 6 |  |
| Band - 7 |  |
| Band - 8 |  |
| Band - 9 |  |
| Contracted Labor |  |

**13. Do any of your automated payroll processes interface with other systems or applications? (For example, does your time collection system interface with your labor distribution system? Or, do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

| ⦿ | Yes |
|---|---|
| ○ | No |

**14. If yes, please identify the specific automated processes, whether or not double data entry is required, and with what frequency the interface is run (for example, weekly, bimonthly, monthly, etc.)**

|  | | Process | Requires Double Entry | Frequency |
|---|---|---|---|---|
| | 1. | CIPPS Wage batch data--working on CIPPS interface | Yes | 0 |
| | 2. | | | |
| | 3. | | | |
| | 4. | | | |
| | 5. | | | |

**15. Do any of your manual payroll processes share data with other systems or applications? (for example, does your time collection system interface with your labor distribution system? Do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

○ Yes

◉ No

**16. If yes, please identify the specific manual processes, whether or not double data entry is required, and with what frequency this manual process is conducted. (for example, weekly, bimonthly, monthly, etc.)**

|  | | Process | Requires Double Entry | Frequency |
|---|---|---|---|---|
| | 1. | | | |
| | 2. | | | |
| | 3. | | | |
| | 4. | | | |
| | 5. | | | |

**17. Excluding CIPPS, please list any reports that are generated from your system.  Please include any data reported, the recipient type, and the frequency of generation.**

|  | Data Reported | Recipient | Frequency |
|---|---|---|---|
| 1. | 1500 Wage Report | HR | Semi-monthly |
| 2. | EPR | DHRM/Gov. Office | Monthly |
| 3. | Overtime Report | HR/Finance Director | Semi-monthly |
| 4. | Labor Report | VEC | Monthly |
| 5. | | | |

**18. Do you know of specific payroll reporting tools which you are currently not using that would make your life easier?**

◉ Yes

○ No

**19. If yes, please list the tools.**

1.

Oracle Discoverer

2.

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3.

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4.

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5.

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## 20. Please list up to five strengths of your current business processes for payroll.

1.

Pre and post certification of amounts of each unit by pay period.

2.

Excel spreadsheets to reconcile each payroll - all totals to employee masterfile.

3.

Reconcile by payperiod, quarter, and YTD on W-2 excel control report.

4.

Payroll Accountant reviews payroll tech on CIPPS changes.

5.

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## 21. Please list up to five opportunities for improvement in your current business processes for payroll.

1.

Oracle Ttime and Labor - Pay wage employees/task 1500 wage hours

2.

More user friendly reports--cipps changes report is not user friendly.

3.

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4.

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5.

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**22. Please identify up to five attributes, features, and/or characteristics you wish for in an ideal payroll process.**

1.

Integration with HR and benefits

2.

eliminate duplicate keying in HR and payroll

3.

calculation of VSDP

4.

auto calculation of mid payperiod adjustments

5.

............................................................................................................................

**23. From your perspective, please list the top five components of the current systems that work especially well.**

1.

Oracle SST/projects integration

2.

oracle-hr integration

3.

Excel

4.

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5.

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**24. From your perspective, please identify the components that have significant limitations or require significant manual effort.**

Oracle projects produces wage time sheets for the P/R Office to pay employees, however, a manual process has to be performed for any overtime hours worked. Manual process also to compare hours worked by wage employees from one pay period to the next to verify whether there is OT hours. Manual processes needed to input batch transaction infomation.

**25. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.**

N/A

**26. If you have any other concerns or comments about this functional area, please include them here.**

**Payroll Management involves the administration and determination of state employee compensation.  Note: See Payments Function within the Financial Management line of business for the actual payment of salary and expenses.**

**1. Are all employees in your Agency paid on the same pay calendar or pay frequency?**

◉ Yes

○ No

**2. If yes, please state the standard pay calendar or frequency.**

Commonwealth of Va. pay calendar - semi-monthly

**3. Please indicate the certifying agent for your Agency's payroll.**

☐ Agency Head

☑ Fiscal Officer

☑ Payroll Manager

Other

Assistant Controller

**4. For your Agency, check those activities included in your certification process.**

☑ Review of input documents

☑ Review of actions by entry operator

☑ Comparison to prior period Amts

☑ Comparison to budgeted Amts

☑ Usage of CIPPS/FINDS downloads

☑ Usage of PAT (Payroll Auditing Tool)

Other

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## 5. Does your Agency process payroll at multiple work locations?

- ⦿ Yes
- ◯ No

## 6. If yes, where is time collection processed?  For each column, check all that apply.

|  | Local | Regional/District | Central |
|---|:---:|:---:|:---:|
| Time Collection | ☑ | ☑ | ☑ |
| Time Entry | ☐ | ☐ | ☑ |
| Labor Distribution | ☐ | ☐ | ☑ |

## 7. Does your Agency process payroll for other state agencies?

- ⦿ Yes
- ◯ No

## 8. If yes, please list the agencies and associated service fees.

|  | Agency Name | Service Fee |
|---|---|---|
| 1. | Department of Taxation-Transfer DOA Service Bureau 12/04 | $ 0 |
| 2. | VA Museum of Fine Arts, transfer DOA Service Bureau 7/05 | $ 0 |
| 3. | Science Museum of VA - Transfer DOA Service Bureau - 7/05 |  |
| 4. | Board of Accountancy - yes |  |
| 5. | Motor Vehicles Dealer Board - yes |  |

## 9. Excluding CIPPS, does your Agency utilize any applications or systems to process payroll?

- ⦿ Yes
- ◯ No

**10. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process.**
**If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

|  | Application/System Name | Module (if applicable) | Version | Maintenance fees |
|---|---|---|---|---|
| 1. | Attendance Summary System |  |  | $ 0 |
| 2. | Optional GroupLife Tracking System |  |  | $ 0 |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

Matrix: part 2 of 2

|  | Employee Training costs | Contractor Support costs | Staffing costs | Why was the system selected? |
|---|---|---|---|---|
| 1. | $ 0 | $ 0 |  | Improve Reporting |
| 2. | $ 0 | $ 0 |  | Improve Operations |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

**11. If you would like us to contact you for more information, please check follow up.**

☐ Follow Up

**12. For the process of automated or manual Payroll Management in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.**

**If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.**

|  | FTE Count (include tenths) |
|---|---|
| Band - 1 | |
| Band - 2 | |
| Band - 3 | 5.0 |
| Band - 4 | |
| Band - 5 | 1.0 |
| Band - 6 | 1.0 |
| Band - 7 | |
| Band - 8 | |
| Band - 9 | |
| Contracted Labor | |

**13. Do any of your automated payroll processes interface with other systems or applications? (For example, does your time collection system interface with your labor distribution system? Or, do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

○ Yes

◉ No

**14. If yes, please identify the specific automated processes, whether or not double data entry is required, and with what frequency the interface is run (for example, weekly, bimonthly, monthly, etc.)**

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**15. Do any of your manual payroll processes share data with other systems or applications? (for example, does your time collection system interface with your labor distribution system? Do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

○ Yes

◉ No

**16. If yes, please identify the specific manual processes, whether or not double data entry is required, and with what frequency this manual process is conducted. (for example, weekly, bimonthly, monthly, etc.)**

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**17. Excluding CIPPS, please list any reports that are generated from your system.  Please include any data reported, the recipient type, and the frequency of generation.**

|  | Data Reported | Recipient | Frequency |
|---|---|---|---|
| 1. | Attendance Summary | classified | monthly |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**18. Do you know of specific payroll reporting tools which you are currently not using that would make your life easier?**

⦿  Yes

○  No

**19. If yes, please list the tools.**

1.

Oracle H/R Module

2.

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3.

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4.

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5.

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**20. Please list up to five strengths of your current business processes for payroll.**

1.

Paychecks are processed by Dept. of Treasury

2.

W-2's are generated by Dept. of Accounts

3.

DOA quarterly prepares and submits tax refunds to IRS

4.

Employee can view paystubs online using payline

5.

third party company payments are processed electronically

**21. Please list up to five opportunities for improvement in your current business processes for payroll.**

1.

Improve reporting of attendance summary leave system

2.

Automate processing of wage employee timesheets

3.

No duplicate keying of employees in CIPPS & PMIS

4.

Capability to view payroll reports online instead of hardcopy

5.

Electronic approval of pay documents

**22. Please identify up to five attributes, features, and/or characteristics you wish for in an ideal payroll process.**

1.

Employee can update personnel information online

2.

Employee can make tax withholding changes online

3.

Direct deposit for all DMV employees

4.

Stop generating paystubs and utilize payline

5.

Process electronic checks for third party vendors

**23. From your perspective, please list the top five components of the current systems that work especially well.**

1.

Real time updates to employee records

2.

Tax estimations for changes in withholding

3.

Calculation of gross to net pay reports

4.

Automation of healthcare reconcilations

5.

Leave accumulation screens and reports

**24. From your perspective, please identify the components that have significant limitations or require significant manual effort.**

1. Retroactive salary adjustments in CIPPS
2. Verification of wage hours using FINDS in first name order instead of last name order.

**25. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process?  If so, please provide the relevant citation.**

no

**26. If you have any other concerns or comments about this functional area, please include them here.**

**Payroll Management involves the administration and determination of state employee compensation.  Note: See Payments Function within the Financial Management line of business for the actual payment of salary and expenses.**

**1. Are all employees in your Agency paid on the same pay calendar or pay frequency?**

○   Yes

◉   No

**2. If yes, please state the standard pay calendar or frequency.**

..............................................................................................................................

**3. Please indicate the certifying agent for your Agency's payroll.**

☐   Agency Head

☐   Fiscal Officer

☑   Payroll Manager

Other

..............................................................................................................................

**4. For your Agency, check those activities included in your certification process.**

☑   Review of input documents

☑   Review of actions by entry operator

☐   Comparison to prior period Amts

☐   Comparison to budgeted Amts

☑   Usage of CIPPS/FINDS downloads

☑   Usage of PAT (Payroll Auditing Tool)

Other

review of decentralized entry to include OT and spl. pymts.

## 5. Does your Agency process payroll at multiple work locations?

○ Yes

◉ No

## 6. If yes, where is time collection processed?  For each column, check all that apply.

|  | Local | Regional/District | Central |
|---|---|---|---|
| Time Collection | ☐ | ☐ | ☐ |
| Time Entry | ☐ | ☐ | ☐ |
| Labor Distribution | ☐ | ☐ | ☐ |

## 7. Does your Agency process payroll for other state agencies?

○ Yes

◉ No

## 8. If yes, please list the agencies and associated service fees.

|  | Agency Name | Service Fee |
|---|---|---|
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |

## 9. Excluding CIPPS, does your Agency utilize any applications or systems to process payroll?

◉ Yes

○ No

**10. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process.**
**If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

|  | Application/System Name | Module (if applicable) | Version | Maintenance fees |
|---|---|---|---|---|
| 1. | Agency developed OT + Wage | Mapper / Unisys | 8R2.E4 | $ 0 |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

**10. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process.**
**If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 2 of 2

| | Employee Training costs | Contractor Support costs | Staffing costs | Why was the system selected? |
|---|---|---|---|---|
| 1. | $ 0 | $ 0 | $ 72,270 | Not sure - Unisys platform has been historically utilized by VSP and other law enforcement agencies. Development of the wage and OT systems was contracted out in the 1980's. |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |

**11. If you would like us to contact you for more information, please check follow up.**

☑  Follow Up

**12. For the process of automated or manual Payroll Management in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.**

**If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.**

|  | FTE Count (include tenths) |
|---|---|
| Band - 1 | |
| Band - 2 | 11.0 |
| Band - 3 | 5.0 |
| Band - 4 | 1.0 |
| Band - 5 | |
| Band - 6 | |
| Band - 7 | |
| Band - 8 | |
| Band - 9 | |
| Contracted Labor | |

**13. Do any of your automated payroll processes interface with other systems or applications? (For example, does your time collection system interface with your labor distribution system? Or, do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

○ Yes

◉ No

**14. If yes, please identify the specific automated processes, whether or not double data entry is required, and with what frequency the interface is run (for example, weekly, bimonthly, monthly, etc.)**

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**15. Do any of your manual payroll processes share data with other systems or applications? (for example, does your time collection system interface with your labor distribution system? Do either time collection or labor distribution systems interface with CARS, CIPPS or other systems?)**

| ○ | Yes |
|---|---|
| ◉ | No |

**16. If yes, please identify the specific manual processes, whether or not double data entry is required, and with what frequency this manual process is conducted. (for example, weekly, bimonthly, monthly, etc.)**

|  | Process | Requires Double Entry | Frequency |
|---|---|---|---|
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**17. Excluding CIPPS, please list any reports that are generated from your system. Please include any data reported, the recipient type, and the frequency of generation.**

|  | Data Reported | Recipient | Frequency |
|---|---|---|---|
| 1. | Overtime transactions | Decentralized leave/OT processors, centralized payroll staff, planning staff, senior management (summary) | semi-monthly |
| 2. | Wage transactions | Decentralized leave/OT processors, centralized payroll staff | semi-monthly |
| 3. | Employee address changes | Centralized payroll staff | semi-monthly |
| 4. |  |  |  |
| 5. |  |  |  |

**18. Do you know of specific payroll reporting tools which you are currently not using that would make your life easier?**

○ Yes

◉ No

**19. If yes, please list the tools.**

1.

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2.

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3.

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4.

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5.

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## 20. Please list up to five strengths of your current business processes for payroll.

1.

Central IT support for CIPPS (stability)

2.

Very strong written documentation on policy and procedures

3.

Automated distribution to G/L (CARS)

4.

.................................................................................................................................

5.

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## 21. Please list up to five opportunities for improvement in your current business processes for payroll.

1.

Salary authorizations from Personnel should systematically drive payroll transactions (no double keying).

2.

Provide user-friendly report writer capability

3.

Project and labor distribution

4.

Moving and relocation process

5.

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**22. Please identify up to five attributes, features, and/or characteristics you wish for in an ideal payroll process.**

1.

Please see items identified in question # 15.

2.

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3.

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4.

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5.

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**23. From your perspective, please list the top five components of the current systems that work especially well.**

1.

Basic time & attendance

2.

CARS programmatic distribution

3.

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4.

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5.

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**24. From your perspective, please identify the components that have significant limitations or require significant manual effort.**

Benefit processing, LWOP, retro pay, worker's compensation, VSDP, military pay processing, data sensitivity of payroll and personnel transactions.  With payroll, transactions can only be processed during the current pay cycle, not future dated.

**25. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process?  If so, please provide the relevant citation.**

See IRS Circular E and CAPP Manual regulations

**26. If you have any other concerns or comments about this functional area, please include them here.**

Note that FTE estimates used in this survey are based upon decentralized leave and time & attendance processing in approximately 50 offices statewide.